



**HOUSING AUTHORITY  
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • www.hacola.org

**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Sean Rogan**  
Executive Director

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, APRIL 23, 2014  
12:00 PM  
SOUTH BAY GARDENS  
230 E. 130<sup>th</sup> Street  
LOS ANGELES, CA 90061  
(323) 357-3157**

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**1. Call to Order**

**2. Roll Call**

**Alma Cibrian Reza, Chair**  
**James Brooks, Vice Chair**  
**Michelle-Lynn Gallego**  
**Zella Knight**  
**Val Lerch**  
**Margaret Mott**  
**Henry Porter Jr.**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of March 26, 2014.

**4. Report of the Executive Director**

**5. Presentation**

None.

**6. Public Comments**



## **Regular Agenda**

### **7. Approve Housing Authority Fiscal Year 2014-2015 Budget (All Districts)**

Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2014-2015 Budget (Budget), which includes revenues and expenditures of \$323,607,100; recommend that the Board of Commissioners instruct the Chairman to sign the related Transmittal Resolution certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD); recommend that the Board of Commissioners instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel; recommend that the Board of Commissioners authorize the Board of Commissioners of the Community Development Commission to administer, on behalf of the Board of Commissioners of the Housing Authority, tax increment funds included in the Housing Authority's current and future years' budgets for the development of affordable housing; recommend that the Board of Commissioners find that the approval of the Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA. (APPROVE)

### **8. Approve Acceptance of CDBG Funds Identified in the 2014-2015 Action Plan (All Districts)**

Recommend that the Board of Commissioners find that the use of \$4,085,328 in CDBG funds for FY 2014-2015 is not subject to the provisions of the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA; recommend that the Board of Commissioners authorize the Housing Authority to accept \$4,085,328 CDBG funds from the Commission, which will be included in the Housing Authority's Fiscal Year 2014-2015 budget through the Housing Authority's annual budget approval process, subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD). (APPROVE)

### **9. Approve Contract for Trash Removal Services for the Housing Authority (All Districts)**

Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute and, if necessary, terminate a one-year Contract

with Apex Waste Systems, Inc., in the amount of \$300,105, for trash removal services at 13 housing developments and the South Scattered Sites Management Office, using funds included in the Housing Authority's Fiscal Year 2013-2014 budget and to be requested in the Housing Authority's Fiscal Year 2014-2015 annual budget approval process; recommend that the Board of Commissioners authorize the Executive Director, or his designee, to extend the term for a maximum of two additional years, in one-year increments, with an annual compensation of \$300,105 plus a cost of living increase not to exceed the Consumer Price Index (CPI) for the County of Los Angeles as determined by the U.S. Bureau of Labor Statistics, using funds to be included in the Housing Authority annual budget approval process; recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for additional services; recommend that the Board of Commissioners find that approval of the Contract is exempt from the California Environmental Quality Act (CEQA), as described herein, because the services will not have the potential for causing a significant effect on the environment. (APPROVE)

**10. Approve Disposition of Willowbrook Townhomes (District 2)**

Recommend that the Board of Commissioners approve and authorize the Executive Director, or his designee, to execute a purchase and sale agreement and all necessary documents related to the disposition of the Housing Authority owned property at 11718-11740 Willowbrook Avenue (Site) to Willowbrook Townhomes LLC, following approval as to form by County Counsel; recommend that the Board of Commissioners authorize the Executive Director, or his designee, to sell the property to Willowbrook Townhomes LLC for its current fair market value of \$1,165,000 as determined by an independent appraiser; recommend that the Board of Commissioners find that the above listed actions are exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project. (APPROVE)

**11. Approve Recommended Changes to Housing Commission Bylaws (All Districts)**

Recommend that the Board of Commissioners modify the existing Housing Commission Bylaws to clarify the expectations and protocols related to attendance requirements by members of the Housing Commission and to make other minor administrative updates. (APPROVE)

**12. Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at [roberta.lear@lacdc.org](mailto:roberta.lear@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
MINUTES FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, March 26, 2014.

The meeting was convened at 700 W. Main St., Alhambra, CA 91801.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair, Alma Cibrian Reza, at 12:05 p.m.

**ROLL CALL**

**Present**

**Absent**

Alma Cibrian Reza, Chair	X	
James Brooks, Vice Chair	X	
Michelle-Lynn Gallego	X	
Zella Knight	X	
Val Lerch	X	
Margaret Mott	X	
Henry Porter	X	

**PARTIAL LIST OF STAFF PRESENT:**

Sean Rogan, Executive Director  
Maria Badrakhan, Director, Housing Management  
Margarita Lares, Director, Assisted Housing  
Matt Fortini, Director, Administrative Services

**GUESTS PRESENT:**

None

### **Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Porter, seconded by Commissioner Lerch, the Minutes of the Regular Meeting of February 26, 2014 were approved. Commissioner Gallegos and Cibrian Reza abstained.

### **Agenda Item No. 4 – Report of the Executive Director**

Executive Director, Sean Rogan reported the following:

Mr. Rogan welcomed the Housing Commissioners to the Alhambra Headquarters building and updated them on the 2 candidates being recommended for Tenant Commissioners positions. A formal submission for consideration was sent to the Board of Supervisors. This process takes a couple of months and we are hopeful to have the new Commissioners on board for the May or June meeting.

Mr. Rogan announced that on March 12, 2014, we attended the Grand Opening of Veterans Village in El Monte. The Housing Authority for the County of Los Angeles (HACoLA) provided \$2,450,000 in City of Industry Funds for the development of this project in addition to 40 project based Veterans Affairs Supportive Housing (VASH) vouchers. The development is comprised of 40 studio units that will be used exclusively for homeless and disabled veterans and will include on site supportive services such as case management, crisis intervention, socialization and community building activities. The ceremony included a fly-over by a squadron of vintage (World War II) WWII planes, and music by the Marine Corps band based out of Camp Pendleton.

Mr. Rogan acknowledged meeting with the Chief Executive Office (CEO) on March 5, 2014 and discussed possible funding of HACoLA's Community Policing Program (CPP). They discussed the history of the program and presented results to include a 70% reduction in crime at our developments since the inception. We have since received encouraging news that this program may in fact receive funding. We will keep the Commissioners posted on this important item.

Mr. Rogan updated the Commissioners on the Chavez disposition. On March 18, 2014, a public hearing was held with no opposition in regard to the zone change and conditional use permit for the Chavez building to be converted to a charter school. The Board will now need to approve the actual zone change which is expected to occur in the near future.

Mr. Rogan reviewed the dates of upcoming events: Earth Day at the Growing Experience on April 24; Sons and Daughters day at Community Development Commission (CDC)/HACoLA on April 22; and the Leadership Conference "Social Media – Bridging the Gap" on May 28, 2014 at the Dorothy Chandler Pavilion, 5<sup>th</sup> floor from 8:00am-12:30pm. All Commissioners are invited to attend.

### **Agenda Item No. 5 - Presentation**

Family Self-Sufficiency (FSS) Presentation – Christina Lupo, Special Housing Needs Unit Supervisor, Assisted Housing Division.

Ms. Lupo explained the FSS program consisted of 13 graduates and has paid out over \$124,000 in earned escrow during this fiscal year. From January to March 2014, more than \$50,000 was earned in the participant escrow accounts. Since program inception, CDC has graduated 329 Section 8 FSS participants and has paid out over 2.2 million in earned escrow. Currently the FSS Section 8 program has 619 participants enrolled, of those enrolled 219 have escrow accounts.

### **Agenda Item No. 6 - Public Comments**

None at this time.

### **Regular Agenda**

**On Motion by Commissioner Knight seconded by Commissioner Gallego and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE JANITORIAL SERVICES CONTRACT (ALL DISTRICTS)**

#### **AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners find that approval of the Janitorial Services Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment;
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute, amend, and if necessary, terminate a one-year Contract in the amount of \$280,000 with Diamond Contract Services, Inc., for janitorial services at 16 housing developments and the South Scattered Sites Management Office;
3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of two additional years, in one-year increments, with an annual compensation of \$280,000 plus a cost of living increase not to exceed the Consumer Price Index (CPI) for the County of Los Angeles as determined by the U.S. Bureau of Labor

living increase not to exceed the Consumer Price Index (CPI) for the County of Los Angeles as determined by the U.S. Bureau of Labor Statistics, using funds to be requested through the Housing Authority's annual budget approval process;

4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen costs.

**On Motion by Commissioner Porter and seconded by Commissioner Brooks and unanimously carried, the following was continued from the Housing Commission meeting of March 26, 2014:**

APPROVE RECOMMENDED CHANGES TO HOUSING COMMISSION  
BYLAWS (ALL DISTRICT)

AGENDA ITEM NO. 8

Recommend that the Board of Commissioners modify the existing Housing Commission Bylaws to clarify the expectations and protocols related to attendance requirements by members of the Housing Commission and to make other minor administrative updates.

**Agenda Item No. 9 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Cibrian Reza commented on Commissioner Knight and Commissioner Mott recently attending the National Association of Housing & Redevelopment Officials (NAHRO) conference and requested they share their experiences and some insight from this trip.

Commissioner Mott noted the NAHRO conference was a very interesting experience, particularly because she worked for a member of Congress for quite a few years and to be on the other side, lobbying and speaking on issues on behalf of an Agency, as opposed to being on the listening side; she learned a lot in terms of how NAHRO works and the networking mechanism and the communication, and the meetings. She also learned more about the Commission and how to better fulfill her position as a Housing Commissioner. She thought the timing was very good and she met a lot of wonderful people.

Commissioner Knight noted that with regard to her experience at the NAHRO conference, she now sees it through new eyes. She noted the trip was a very productive adventure. In regard to what is happening with Congress and our proposed budgets being focused on homeless so our advocacy is making a strong voice. In addition, she complemented the handout materials presented to our Congressional Delegates as it gave them a one-shot



look at what the agency does with statistics. They want more information. She commends CAHA for their organizing and hearing comments coming from the various Public Housing agencies in regard to structure, next steps, and follow-up. She thanked Mykl Williams, Special Programs Representative and Darlene Aikens, Assistant Director for Assisted Housing.

Commissioner Lerch asked how many of the Congressional Offices were seen during the trip. Mr. Sean Rogan answered four out of thirteen.

Commissioner Porter welcomed the Chair, Commissioner Cibrian Riza back to the Housing Commission meeting after a short medical leave of absence. He thanked everyone for the information and noted he is always enthused by the FSS report.


Commissioner Brooks wanted to follow-up on the public comments speaker, Dorothy Smith, who spoke in February on dust affecting her allergies due to the upgrades at the Franciscito Villa site. Maria Badrakhan reported that maintenance staff are preparing to make repairs to that area and all other issues have been addressed. He is happy to see everyone here and to know that we all are moving forward and doing the things that make this a better place to live.

Commissioner Gallego thanked everyone and welcomed the new Intern, Brielle Acevedo. She was happy to hear the numbers on the FSS graduates and was surprised at the number of participants enrolled in the program. She looks forward to the future and invites any of the Commissioners or staff to share ways to be more involved in the County, also looking forward to visiting other Public Housing sites.

Commissioner Cibrian thanked everyone for the warm, welcome back. Glad to get back up to speed on conference information and on tenants succeeding and the FSS program, as well.

On Motion by Commissioner Porter, seconded by Commissioner Mott, the Regular Meeting of March 26, 2014 was adjourned at 12:55 p.m.

Respectfully submitted,

  
SEAN ROGAN  
Executive Director  
Secretary-Treasurer

**Housing Authority - County of Los Angeles**

**FOR YOUR INFORMATION ONLY**

April 23, 2014

TO: Housing Commissioners

FROM: Margarita Lares, Director  
Assisted Housing Division



RE: **FSS PROGRAM UPDATE – MARCH 2014**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program Participants achieve economic independence and self-sufficiency.

**ACTIVITIES**

<b>NUMBER CURRENTLY ENROLLED</b>	603	As of March 1, 2014
<b>NEW ENROLLMENTS</b>	15	FSS Participants Enrolled
<b>CONTRACTS EXPIRED</b>	8	FSS Contracts Expired
<b>DIRECT ASSISTANCE REFERRALS</b>	162 122 511 17 46 1 2 1 80 286 3	Workforce Centers Home Ownership Program/Seminars/workshops Job referrals Educational/Vocational Services Credit Repair Services Financial Literacy Individual Deposit Accounts (IDA) Transportation Assistance Health & Food Services Other Social Services Youth Services
<b>OUTREACH &amp; COMMUNITY EVENT</b>	1 1 1 1	Vision Team Meeting Community Service Providers Meeting (WCRC) Hosted telephone Collaborative meeting with HACLA HUD Approved First Time Homebuyer Workshop hosted by HPP (Housing People Properly)
<b>GRADUATIONS</b>	3	Graduations
<b>Pending Graduations</b>	3	Requests to Graduate received

If you have any questions, please feel free to contact me at (626) 586-1671.

ML:MP:dt

Attachment

## **FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS**

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.

**FOR YOUR INFORMATION ONLY**

**Proj. Manager:** All Managers  
**Team Member:** All Team Members  
**Fund Source:** All Funds

**Dev. Stage:** All Stages

All Managers

### All Team Members

All Funds

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**Gloria Molina  
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Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

April 23, 2014

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**RECOMMEND APPROVAL OF THE HOUSING AUTHORITY OF  
THE COUNTY OF LOS ANGELES FISCAL YEAR 2014-2015 BUDGET  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of the Fiscal Year 2014-2015 Budget of the Housing Authority of the County of Los Angeles, which includes revenues and expenditures of \$323,607,100.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution (Attachment A) approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2014-2015 Budget (Budget), which includes revenues and expenditures of \$323,607,100.
2. Recommend that the Board of Commissioners instruct the Chairman to sign the related Transmittal Resolution (Attachment B) certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD).
3. Recommend that the Board of Commissioners instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel.

**We Build Better Lives  
& Better Neighborhoods**



4. Recommend that the Board of Commissioners authorize the Board of Commissioners of the Community Development Commission to administer, on behalf of the Board of Commissioners of the Housing Authority, tax increment funds included in the Housing Authority's current and future years' budgets for the development of affordable housing.
5. Recommend that the Board of Commissioners find that the approval of the Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to approve the Fiscal Year 2014-2015 Budget of the Housing Authority. HUD requires that the Board of Commissioners approve the Fiscal Year 2014-2015 Budget prior to the release of funds for continued operation of the Assisted Housing Division, Housing Management Division, Affordable Housing funds and the University of California Cooperative Extension program.

#### **FISCAL IMPACT/FINANCING**

The Housing Authority's Fiscal Year 2014-2015 Budget includes \$475,000 in County General Funds to support the University of California Cooperative Extension Program (Cooperative Extension).

The Housing Choice Voucher (HCV) Program funding was increased by 8.4 percent; Public Housing (PH) operating subsidy was increased by 10.8 percent, and Capital Fund Program (CFP) funding was increased by 0.2 percent. Although these funding levels indicate the first uptick in an unfavorable downward trend line, the increased levels do not fully restore the cuts of previous years. For example for fiscal year 2013-2014, we are anticipating receiving only 85 percent of the eligible PH operating subsidy and 75 percent of the eligible HCV Administrative funds.

Although costs have continuously increased due to program operational expenses, the Housing Authority has constructed a balanced budget by reducing 8.78 full time equivalent positions (FTE) in staffing while increasing the overall budget by \$4.1 million. The Housing Authority included a large portion of its reserves in the proposed Fiscal Year 2014-2015 budget in order to maintain lease-up levels, maintenance/rehabilitation at our public housing sites, and staffing. A total of \$2 million HCV Net Restricted Assets from prior years Housing Assistance Payments (HAP) are included, along with \$1.5 million in HCV Unrestricted Net Assets and Reserves, which are Administrative surplus from prior years. The budget also includes \$1.7 million in Central Office Cost Center reserves and proceeds from the sale of the Rental Housing Construction Program (RHCP) properties to be used in Fiscal Year 2014-2015 in support of the Public Housing

Program. Lastly, there is a \$3.2 million budget funded by an executed Community Development Commission general fund loan for rehabilitation projects at Lancaster Homes, which will be repaid over 20 years using annual operating funds.

The proposed Housing Authority Fiscal Year 2014-2015 Budget is \$323,607,100, an increase of \$4,130,800 from Fiscal Year 2013-2014. This increase is primarily attributed to increased Community Development Block Grant (CDBG) funding for PH, additional rehabilitation projects to be funded with the Lancaster General Funds loan, the sale of the Chavez administrative building, the increase in HCV program funding, and the decrease by Affordable Housing funds due to reduced funding and expiring grants from previous years.

The following table compares funding levels for Fiscal Years 2013-2014 and 2014-2015.

Housing Authority	2013-2014 Budget	2014-2015 Budget
<b>Divisions</b>		
Assisted Housing – Housing Choice Voucher (Section 8) and Other Rental Assistance	\$ 267,221,300	\$ 274,302,500
Housing Management – Public Housing	\$ 25,700,600	\$ 37,119,500
Housing Management – Capital Fund	\$ 3,929,400	\$ 4,206,400
<b>Other Programs</b>		
Affordable Housing	\$ 22,150,000	\$ 7,503,700
Cooperative Extension	\$ 475,000	\$ 475,000
<b>TOTAL</b>	<b>\$ 319,476,300</b>	<b>\$ 323,607,100</b>
<b>Staffing</b>		
Regular Staff	277.57	281.64
Contract Staff	45.55	32.70
<b>TOTAL</b>	<b>323.12</b>	<b>314.34</b>

#### Assisted Housing Division

During Fiscal Year 2014-2015, the Assisted Housing Division will administer a monthly allocation of 24,342 vouchers with a total budget of \$274,302,500. This is an increase of \$7,081,200 over Fiscal Year 2013-2014, primarily due to the Housing Authority's increased HAP funding and Administrative fees.

For the Calendar Year 2014, the Division budgeted for nine Family Self Sufficiency (FSS) Coordinators with grant funds of \$610,551, which is a slight decrease in funding from last year. These funds will enable the division to continue providing FSS assistance to the 602 participants as of December 1, 2013.

Fiscal Year 2013-2014 Veterans Affairs Supportive Housing Program (VASH) funding has increased from \$8,143,968 to \$8,900,000, a 9.3% increase due to increased lease-up and additional funding from HUD for 175 new allocated vouchers.

#### Housing Management Division

During Fiscal Year 2014-2015, the Housing Management Division will administer a total of \$37,119,500, which includes operating subsidy funds received from HUD, public housing rental revenue from tenants, and other sources. The Budget reflects an increase of \$11,418,900 from Fiscal Year 2013-2014 budget primarily due to new CDBG funding for rehabilitation projects, the Lancaster Homes General Fund loan for restoration projects, and use of sale proceeds from the Housing Authority's Chavez building for improvement projects needed at the Nueva Maravilla, Westknoll and Palm housing developments.

The Housing Management Division manages and maintains 2,962 public housing units and 234 affordable housing units and provides resident services such as computer centers, after-school homework assistance, counseling services, juvenile crime prevention and intervention, recreation, assisted living and job training programs. The Division also provides a Community Policing Program at all of its sites for prevention, intervention and enforcement.

CDBG funds included in Fiscal Year 2014-2015 for Housing Management total \$4,085,328 and are comprised of \$207,033 carried over from Fiscal Year 2013-2014, and the new year's allocation of \$3,878,295. The majority of the CDBG funds will be used for improvements at 14 public housing sites Countywide.

The Resident Services Programs (RSPs) within the Housing Management Division provide services to youth, families, seniors, and residents with disabilities. Programs include adult literacy, after-school programs, workforce development, and elderly supportive services. The RSPs continue to look for ways to maximize their services and, to this end, have partnered with local colleges, non-profit organizations. Volunteerism remains a focal point for the RSPs; volunteers provide the assistance needed to build capacity and enhance resident services programs operated at the public housing sites.

The Housing Management Division also manages the Capital Fund Program (CFP), which is budgeted at \$4,206,400, an increase of \$277,000 due to increased funding from HUD. The CFP funds are received annually through an allocation from HUD



based on formula. These funds will be used for 9 projects throughout Los Angeles County to rehabilitate housing units and perform site improvements.

#### Other Programs

Other Housing Authority programs include the Cooperative Extension program, which is administered by the University of California and provides educational programs for Los Angeles County residents on topics including good nutrition, youth development, urban gardening, natural resources issues, and agriculture. Programs are offered free or at a low cost to all County residents, and include the Master Gardener Program, the Expanded Food and Nutrition Education Program, the Farm Advisor, and the Master Food Preservation Program. Special events, including nutrition education and gardening workshops, are offered at County public housing sites as well as many other locations around the County. Its budget is comprised of \$475,000 in County General Funds.

Also included in the Housing Authority Budget is the Affordable Housing Program as required under California Government Code section 65584.3. The Housing Authority received allocations of tax increment funds to develop housing for low-income individuals, families, and special needs populations. These funds are budgeted at \$7,503,700.

With the dissolution of redevelopment agencies in 2012, the remaining funds are rapidly declining; however, the program efforts are continuing with invested funding from the County included in the Community Development Commission's annual budget to support housing. The \$7,503,700 Affordable Housing budget for Fiscal Year 2014-2015 reflects a 66.1 percent decrease from the current budget of \$22,150,000; this decrease is primarily due to the elimination of redevelopment agencies as well as the completion of older projects approved through this program.

In practice, these funds are administered by the Community Development Commission because their purpose aligns with other funding sources such as CDBG, HOME Investment Partnerships, and County General Funds allocated for affordable housing development. This letter seeks to delegate authority to the Board of Commissioners of the Community Development Commission to administer these funds, so that they can be awarded concurrently with other funding available through the Commission's Affordable Housing Program and Notice of Funding Availability process.

#### Housing Authority Staff

Housing Authority staff will decrease by a net of 8.78 positions, due to reductions for programs being eliminated as well as the redistribution of existing position authority.

A breakdown of staff information by program is provided in Attachment C.

Honorable Housing Commissioners  
April 23, 2014  
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### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

HUD requires that the Board of Commissioners adopt a Resolution approving the Housing Authority Budget for administration of Housing Authority programs. The Resolution has been approved as to form by County Counsel.

The Resolution approving the Fiscal Year 2014-2015 Budget and related HUD Transmittal Resolution are provided as Attachments A and B, respectively. Published Budget Pages, detailing goals and objectives, and related expenditures for the upcoming year are provided as Attachment C.

### **ENVIRONMENTAL DOCUMENTATION**

Approval of the Housing Authority's Fiscal Year 2014-2015 Budget is exempt from the provisions of the National Environmental Policy Act pursuant to Title 24, Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it involves administrative activities that will not have a physical impact on, or result in any physical changes to, the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b) because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

### **IMPACT ON CURRENT SERVICES**

Approval of the Fiscal Year 2014-2015 Budget of the Housing Authority will enable housing programs to continue for low- and very low-income families and seniors.

Respectfully submitted,



SEAN ROGAN  
Executive Director

SR:kr

Attachments: 3

RESOLUTION APPROVING THE FISCAL YEAR 2014-2015  
BUDGET OF THE HOUSING AUTHORITY OF THE  
COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Budget for Fiscal Year 2014-2015 and has found:

1. That the proposed expenditures are necessary for the efficient and economical operation of housing programs for the purpose of serving low- and very-low income families.
2. That the budget is reasonable in that:
  - (a) It indicates a source of funding adequate to cover all proposed expenditures.
  - (b) It does not provide for use of federal funding in excess of that payable under the provisions of 24 Code of Federal Regulations Part 990.
3. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contracts with the U.S. Department of Housing and Urban Development.
4. That no employee serving in a variety of positions is reflected in the operating budget as serving an aggregate amount of time exceeding 100 percent.
5. That the U.S. Department of Housing and Urban Development requires that the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of \$50,000 or greater, must be approved by the Board of Commissioners.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt an annual budget.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles hereby resolves as follows:

1. The above recitals are true and correct.
2. The Housing Authority of the County of Los Angeles adopts the following budgeted revenues and appropriations for Fiscal Year 2014-2015, as set

forth in the Annual Budget for the Housing Authority of the County of Los Angeles:

Estimated Funding: \$323,607,100

Expenditure and Reserve Appropriations: \$323,607,100

3. That the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of \$50,000 or greater, must be approved by the Board of Commissioners.
4. This Resolution shall take effect immediately.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on this \_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

SACHI A. HAMAI  
Executive Officer-Clerk of the  
Board of Commissioners

DON KNABE  
Chairman, Board of Commissioners

By: \_\_\_\_\_  
Deputy

By: \_\_\_\_\_

APPROVED AS TO FORM:

JOHN F. KRATTLI  
County Counsel

By: \_\_\_\_\_  
Deputy

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of The County of Los Angeles      PHA Code: CA002

PHA Fiscal Year Beginning: July 1, 2014      Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 06/05/2014
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Don Knabe	Signature:	Date: 06/05/2014
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# ATTACHMENT C

## MESSAGE FROM THE DEPUTY EXECUTIVE DIRECTOR OF HOUSING PROGRAMS: Emilio Salas



The Housing Authority of the County of Los Angeles (HACoLA) is the second largest Housing Authority in Southern California with an annual budget of \$323.2 million dollars. The HACoLA administers over 24,000 Section 8 Housing Choice Vouchers and approximately 3,200 Public and Affordable Housing Units. As a steward of these precious resources, HACoLA continued to play a leadership role in Southern California to provide and maximize

affordable housing opportunities for the residents of the County of Los Angeles.

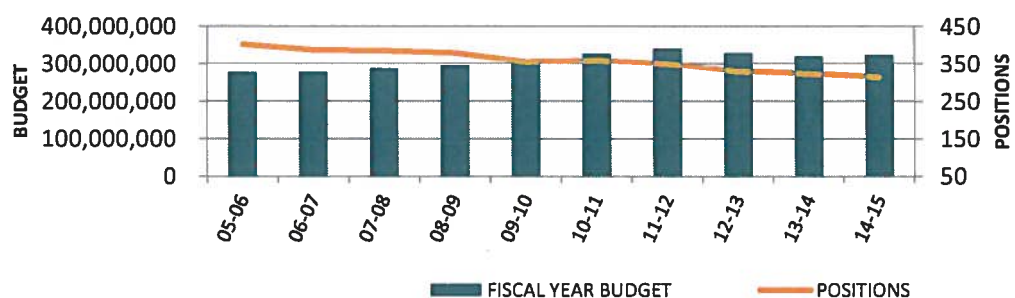
This year marks the first directional change in what was projected to be a downward trend in HUD funding due to the budget sequestration in 2013. We have seen increases in all areas of funding: Section 8 Housing Assistance Payments and Administrative Fees, Public Housing Operating Subsidy, and Capital Fund. We view this trend reversal as a positive sign for Public Housing Agencies across the United States and a step in the right direction by our government.

It is with great honor to announce that our staff continued to obtain a High Performer rating in the Section 8 Program for the third consecutive year in Fiscal Year 2012-2013 and for the fourth consecutive year for our Public Housing Program. The impact caused by the Sequester has forced our Housing Authority to become prudent and seeking innovative ideas to streamline our business model in order to help better serve our clients.

We continue to advocate for our families and special needs populations and will press forward to seek ways to maximize our resources. We recognize that the residents of Los Angeles County including seniors, the disabled, the homeless, veterans, children and the working poor are relying on us to deliver affordable housing solutions despite our funding challenges.

Through our internal innovation and staff's commitment, we are able to maintain such high levels of performance and continue pursuing our mission of Building Better Lives and Better Neighborhoods.

**HOUSING AUTHORITY 10-YEAR TREND**





**AN OVERVIEW FROM THE DIRECTOR: Margarita Lares****Assisted Housing Division**

As part of the second largest Housing Authority in the Southern California area, the Assisted Housing (AH) Division has been administering the Section 8 program within the unincorporated Los Angeles County jurisdiction. The Housing Authority of the County of Los Angeles (HACoLA) receives funding from the U.S. Department of Housing and Urban Development (HUD) to provide housing subsidy to eligible low-income individuals, families, senior citizens, and persons with disabilities living in the unincorporated area of Los Angeles County and 62 participating cities.

Over the course of 39 years, the Assisted Housing Division is proud to have been able to provide more and more low-income families with affordable housing. Currently, we administer over 24,000 vouchers through the Section 8 program and other rent subsidies in the form of housing assistance payments (HAPs) to approximately 10,000 private property owners.

**Moderate Rehabilitation Program**

The Moderate Rehabilitation Program (Mod Rehab) offers project-based rental assistance to low-income individuals and families looking for residence in privately-owned, rehabilitated, and multi-family buildings. Assistance is limited to property owners who previously rehabilitated their properties pursuant to a HAP contract between them and a Public Housing Agency (PHA). The Assisted Housing Division continues to provide rental subsidy to approximately 109 families through the Mod Rehab Program.

**Special Programs**

In addition to the standard Section 8 Housing Choice Vouchers, the AH Division also offers a variety of housing assistance programs such as, Veterans Affairs Supportive Housing (VASH) program, Housing Opportunities for People with Aids (HOPWA) program, and the Shelter Plus Care (S+C)/Continuum of Care (CoC) program.

**Family Self-Sufficiency Program**

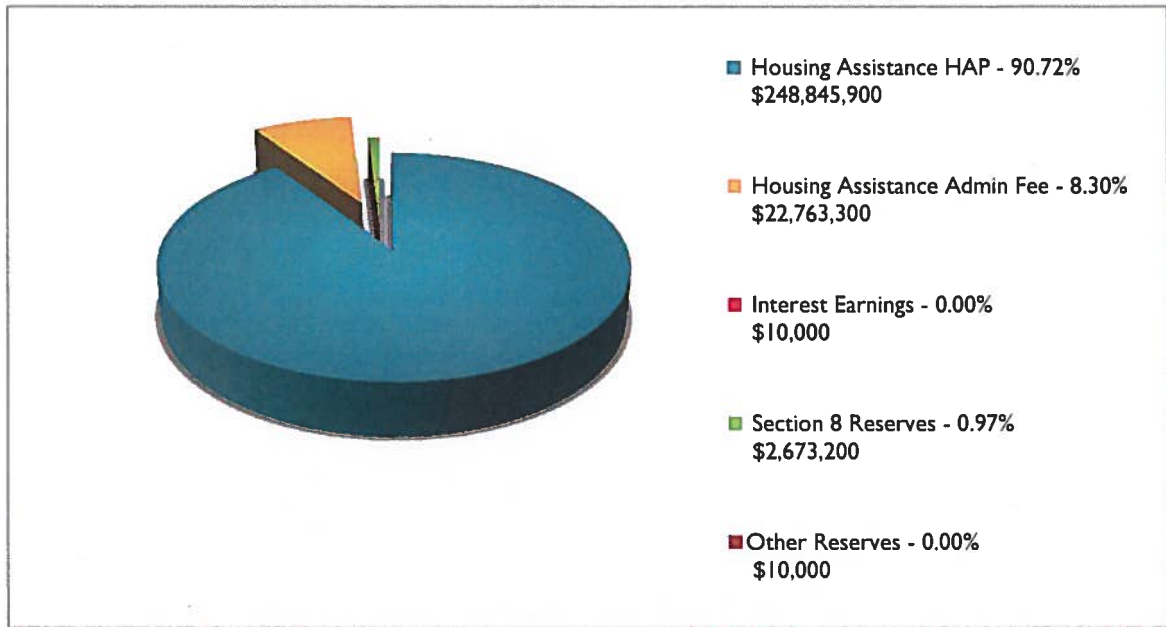
The Family Self-Sufficiency Program enables low-income families in the Housing Choice Voucher program to become self-sufficient. Under the program, families are provided with community based service and resources such as job training, education, counseling.



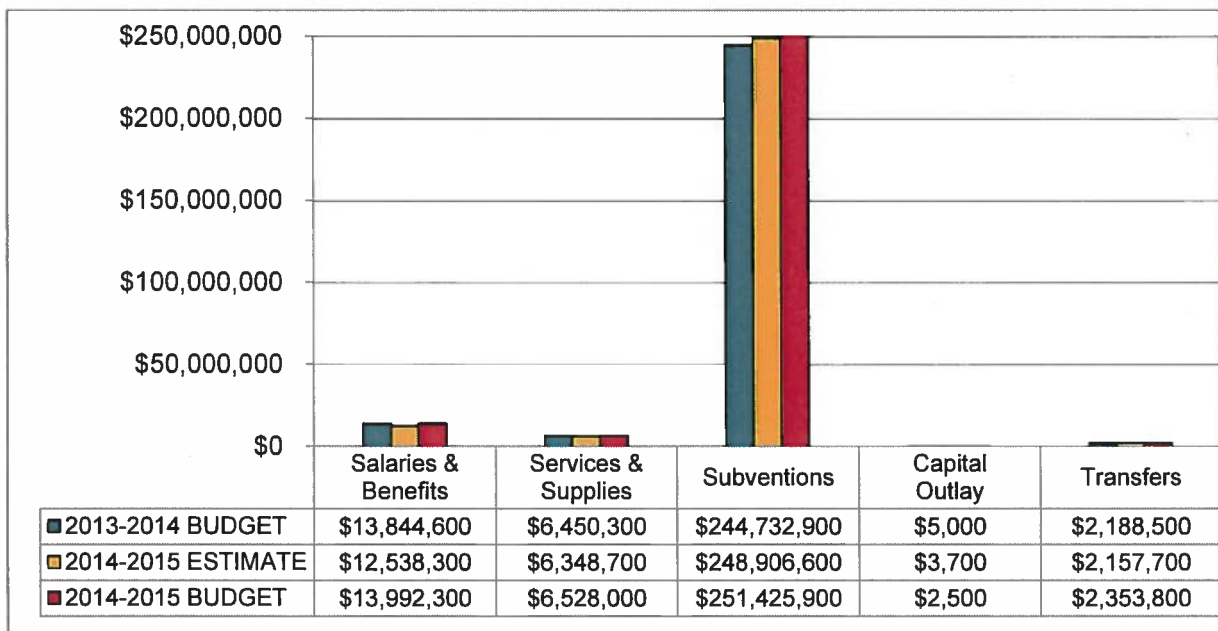


## DIVISION BUDGET \$274,302,500

### Sources of Funds



### Uses of Funds



	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
<b>TOTAL BUDGET</b>	<b>\$267,221,300</b>	<b>\$269,955,000</b>	<b>\$274,302,500</b>
<b>TOTAL EMPLOYEES</b>	<b>183.05</b>	<b>174.06</b>	<b>181.00</b>
Number of Regular Employees	174.00	166.83	174.00
Number of Contract Employees	9.05	7.23	7.00

## DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

## HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM

**Mission:** Provide quality housing assistance with care and integrity in Los Angeles County, and continue to improve operations and efficiencies while maintaining high performer status.

	FY 13-14 Budget	FY 13-14 Estimate	FY 14-15 Budget
<i>Total Budget:</i>	\$243,681,500	\$248,526,500	\$252,943,500
<i>Number of Employees:</i>	163.70	157.84	161.78

## FY 13-14 Major Accomplishments:

1. Received a High Performer rating under SEMAP for FY 12-13 and are on pace to receive the SEMAP High Performer rating again for FY 13-14.
2. Utilized 99% of allocated vouchers. Expended 100% of annual Housing Assistance Payments (HAP) funding.
3. Earned 15 points for indicator 3, Determination of Adjusted Income, on SEMAP.
4. Completed 99.3% of annual Housing Quality Standards inspections within 12 months of their due date, earning maximum points under SEMAP for this indicator.
5. Completed 99.6% of annual re-examinations prior to the fiscal year-end, earning maximum points under SEMAP for this indicator.

## FY 14-15 Major Goals:

1. Maintain a High Performer rating under SEMAP.
2. Maximize voucher/budget utilization by maintaining a 98% or higher voucher or budget utilization rate.
3. Earn minimum points or higher for indicator 3, Determination of Adjusted Income, on SEMAP by reducing the error rate in calculations.
4. Complete 98% or higher of annual Housing Quality Standards inspections within 12 months of their due date.
5. Continue to improve and streamline customer service and communication through improved web features and portals specifically designed to facilitate access to information for owners and tenants.
6. Complete 98% or higher of annual re-examinations prior to the fiscal year-end.

**SHELTER PLUS CARE (S+C)/CONTINUUM OF CARE (CoC) PROGRAM**

**Mission:** Provide rental assistance services to low-income individuals with special needs in compliance with HUD regulations.

	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimate</b>	<b>FY 14-15 Budget</b>
<i>Total Budget:</i>	\$11,416,000	\$11,306,500	\$10,467,600
<i>Number of Employees:</i>	5.00	4.10	6.10

**FY 13-14 Major Accomplishments:**

1. Administered 24 grants; 8 five-year grants and 16 one-year grants
2. These grants assisted 911 homeless families with special needs; 188 families under the five-year grants and 723 families under the one-year grants.
3. Maintained a 85% lease-up rate for active grants.
4. Completed 100% of annual reexaminations.
5. Draw-downs were completed timely on a monthly basis.

**FY 14-15 Major Goals:**

1. Administer 24 Shelter Plus Care/Continuum of Care grants to support 911 families; 8 five-year grants will support 188 families and 16 one-year grants will support 723 families.
2. Maintain a 90% lease-up rate or greater for active grants, or a 90% budget utilization rate, whichever is greater.
3. Completed 98% of annual re-examinations.
4. Ensure that all draw-downs are completed timely.

**VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM**

**Mission:** Provide rental assistance services to low-income veterans and their families in combination with case management and clinical services through the Department of Veterans Affairs at Veterans Affairs Medical Center (VAMC) supportive services sites.

	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimate</b>	<b>FY 14-15 Budget</b>
<i>Total Budget:</i>	\$8,350,700	\$8,400,800	\$9,178,100
<i>Number of Employees:</i>	3.00	3.00	4.00

**FY 13-14 Major Accomplishments:**

1. Leased up 83% of VASH vouchers.
2. Issued 1,417 VASH Vouchers overall; 117 were issued this fiscal year.
3. Maintained weekly communications with the VA and provided technical assistance and training to new VA case managers during application sessions.
4. VASH program Lease-up efforts. July 2013 commenced with 761 VASH vouchers leased. As of February 2014, AH leased 808 VASH Vouchers. AH is budgeting a 100 % Lease-up rate of the 855 VASH vouchers by FY end.

**FY 14-15 Major Goals:**

1. Reach and maintain 90% or better lease-up.
2. Maintain communication with the VA and continue to provide technical assistance to VA staff.

**MODERATE REHABILITATION PROGRAM**

**Mission:** Provide moderate levels of rehabilitation to private owners in LA County to preserve the housing stock and increase affordability of housing for low income tenants.

	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimate</b>	<b>FY 14-15 Budget</b>
<i>Total Budget:</i>	\$2,893,400	\$868,100	\$869,400
<i>Number of Employees:</i>	3.00	1.00	1.00

**FY 13-14 Major Accomplishments:**

1. Maintained a 91% occupancy rate.
2. Completed 100% of annual re-examinations.
3. Provided increased customer service to Moderate Rehabilitation owners and participants through an owner meeting and tenant briefings.

**FY 14-15 Major Goals:**

1. Maintain a 95% or better occupancy rate.
2. Complete 98% of annual re-examinations on time.
3. Continue to provide increased customer service to Moderate Rehabilitation owners and participants through owner meetings and tenant briefings.



**FAMILY SELF SUFFICIENCY (FSS) PROGRAM**

**Mission:** Reduce the dependency of Section 8 participants on Federal, State, and Local subsidies by linking HACoLA's participants with supportive services and enhance economic independence through community coordinated efforts.

	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimate</b>	<b>FY 14-15 Budget</b>
<i>Total Budget:</i>	\$621,000	\$615,800	\$610,600
<i>Number of Employees:</i>	7.70	7.70	7.70

**FY 13-14 Major Accomplishments:**

1. Increased FSS enrollment from 80% last fiscal year to 88% this fiscal year.
2. 39% of FSS participants have escrow balances.
3. Maintained strong relationships with partnering supportive service agencies and increased partnerships with new agencies through regular participation in the Southern California FSS Collaborative.
4. Received Grant funding for 9 FSS Coordinators.

**FY 14-15 Major Goals:**

1. Maintain FSS enrollment at 80% or more.
2. Ensure that at least 30% of FSS participant have escrow balances by the end of the fiscal year.
3. Receive at least 10 points on SEMAP in the Family Self Sufficiency category.
4. Increase links and partnerships with supportive service agencies to assist FSS participants in completion of their goals related to self-sufficiency.

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM**

**Mission:** Provide rental assistance services to low-income individuals living with AIDS in a professional manner and an atmosphere of care and respect for all clients.

	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimate</b>	<b>FY 14-15 Budget</b>
<i>Total Budget:</i>	\$258,700	\$237,300	\$233,300
<i>Number of Employees:</i>	0.65	0.42	0.42

**FY 13-14 Major Accomplishments:**

1. Leased 17 out of the 17 new HOPWA applicants this HOPWA Program Year.

**FY 14-15 Major Goals:**

1. Provide assistance to 17 clients.

2. Conversion of all HOPWA participants began at least 3 months prior to their contract expiration.
2. Issue 100% of HOPWA certificates based on current HOPWA Program Year allocation.
3. Begin the conversion process for 90% of HOPWA participants 3 months prior to their HOPWA contract expiration date.

### **Family Self-Sufficiency (FSS) Program**

Families assisted through the HCV program are offered the opportunity to participate in a Family Self-Sufficiency program by HUD. Once an eligible family is selected, the head of the household executes a five-year FSS Contract of Participation detailing the goals and services for the family.

There are many services offered through the program: transportation, education, job training, counseling, etc. Public housing agencies (PHAs) work with welfare agencies, schools, businesses, and other local partners to develop a comprehensive program that gives participating FSS family members the skills and experience to enable them to obtain employment that pays a living wage, leading to greater economic independence.

Any increase to the family's income is deposited into an interest-bearing escrow account established by the PHA. Once a family successfully graduates from the program, they may access the escrow account for any purpose, such as a down payment for a new home.

Currently, HACoLA has 619 families participating in the program, with 244 families maintaining an escrow balance.

### **Veterans Affairs Supportive Housing (VASH) Program**

The Veterans Affairs Supportive Housing program provides affordable housing for homeless Veterans and their families with case management and clinical services provided by the Department of Veterans Affairs (VA).

HUD has awarded funding for approximately 10,000 HUD-VASH vouchers each year in 2008-2013, with the exception of 2011. Ending Veteran homelessness is a huge undertaking by President Obama and the VA; the government's goal is to end Veteran homelessness by 2015.

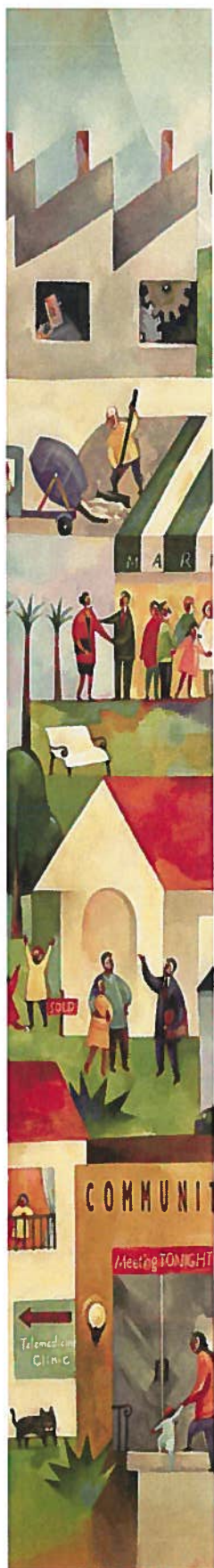


### **Shelter Plus Care (S+C)/Continuum of Care (CoC) Program**

Shelter Plus Care (S+C) is a program was created to provide rental assistance and supportive services for hard-to-serve homeless persons with disabilities and their families. The program allows for a variety of housing choices, and a range of supportive services funded by other sources, in response to the needs of the hard-to-reach homeless population with disabilities.

The Housing Authority was granted renewal funds for sixteen (16) S+C grants totaling \$12,060,637 that will support 723 rental assistance units. These grants will assist mentally ill homeless individuals, homeless veterans with chronic substance abuse disorders, and severely mental ill individuals in Los Angeles County.

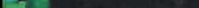




## AN OVERVIEW FROM THE DIRECTOR: Maria Badrakhan



The Housing Authority has 3,196 public and affordable housing units located throughout Los Angeles County. Our inventory consists of 2,962 public housing units located at 63 sites; 226 units under the Multi-Family/Section 8 New Construction Program at Kings Road in West Hollywood and Lancaster Homes in Lancaster, and 8 non-conventional units in Willowbrook.

 The Division receives its funding from the U.S. Department of Housing and Urban Development (HUD) Operating Subsidies, Rental Receipts, HAP Section 8 Contracts, and various Grants. These revenue sources provide the Housing Management Division the ability to operate and maintain our housing developments in decent, safe and sanitary conditions.

HUD measures our quality and productivity through the Public and Indian Housing Information Center (PIC) system. Real Estate Assessment Center (REAC) property inspections of our public and multifamily housing programs have resulted in favorable reviews. HUD tracks four (4) Public Housing Assessment System (PHAS) indicators: Management Operations, Physical conditions of our properties, Financial conditions, and timely obligation and expenditure of Capital Funds. Our Public Housing Program has been rated High Performer for the last 4 years.

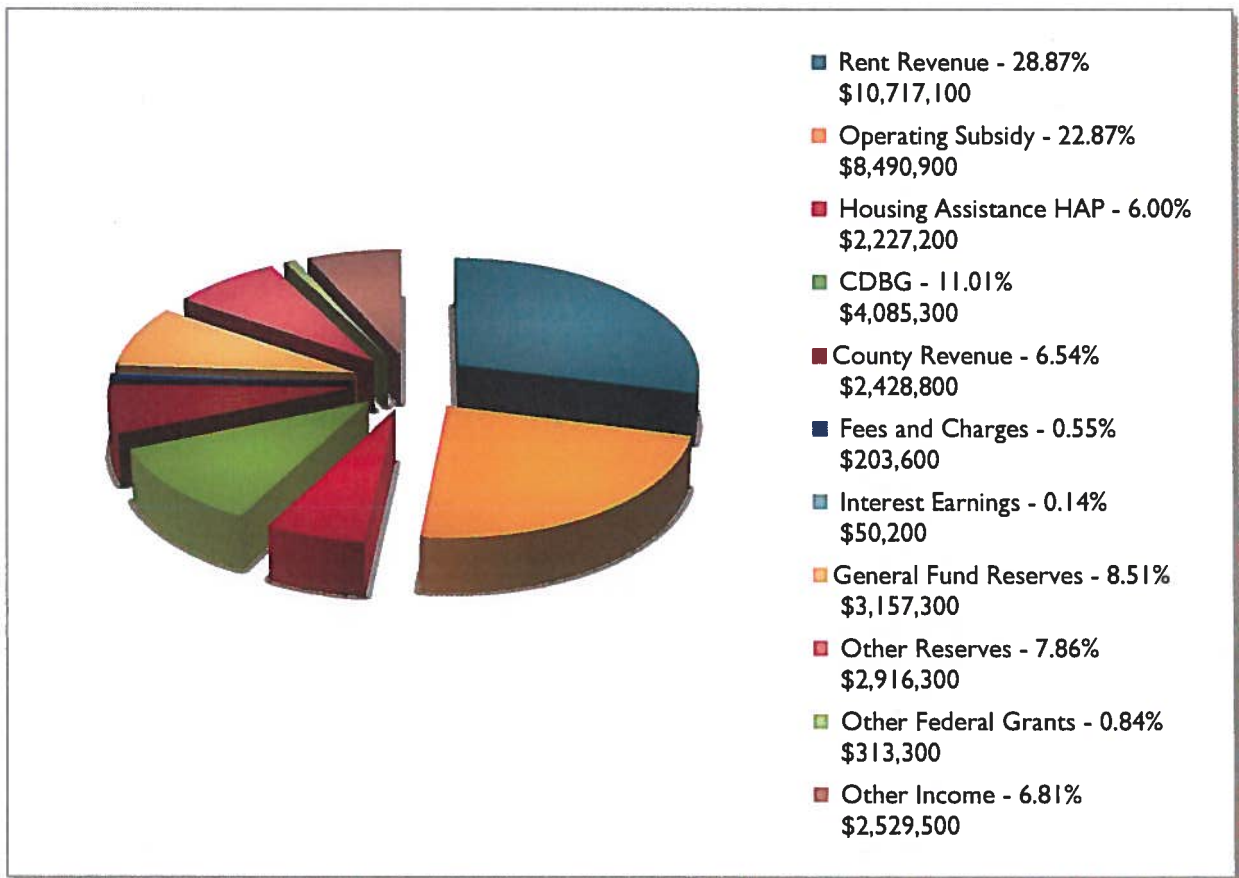
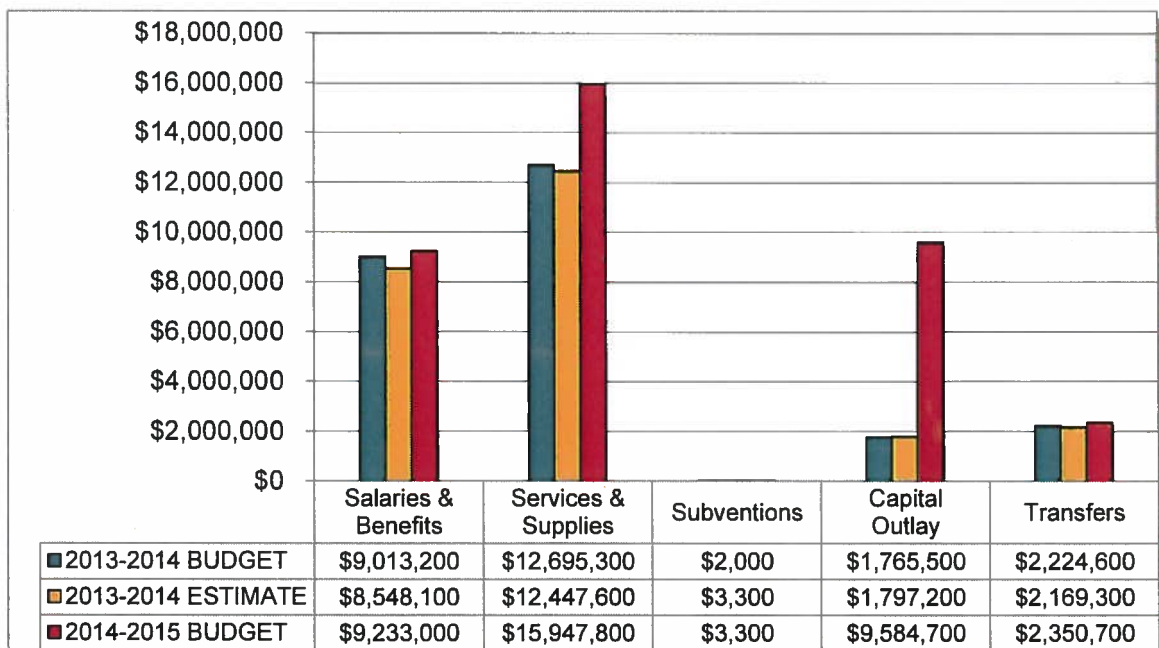
Capital Fund Program funds are utilized to renovate our public housing sites in preparation for HUD REAC inspections which account for 40% of our PHAS score. The 2014 Capital Fund Grant will fund 9 new construction projects. CDBG funds and a CDC general fund loan will also be used for 20 additional construction projects at our housing developments.

The Division partners with public and private agencies to offer supportive services, such as the Family Self-Sufficiency Program, Case Management, education, recreation, and job training. I am extremely proud of our “Best Practice” Community Policing Program, our 7-acre Growing Experience Urban Farm, and the Nueva Maravilla “Green Community”. All three have received numerous awards and national recognition for their innovation.

This year, HACoLA sold the old Administrative Building across from Nueva Maravilla to KIPP LA who will construct a Charter School for youth, K-8<sup>th</sup> grade to provide quality education to our youth. Proceeds will benefit our housing sites.

Lastly, our non-profit the Community Development Foundation (CDF) has awarded over \$200,000 in scholarships to HACoLA residents to support their education for them to succeed. The CDF's mission is *to eliminate generational poverty in low-income housing throughout L.A. County.*



**DIVISION BUDGET \$37,119,500****Sources of Funds****Uses of Funds**

	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
<b>TOTAL BUDGET</b>	<b>\$25,700,600</b>	<b>\$24,965,500</b>	<b>\$37,119,500</b>
<b>TOTAL EMPLOYEES</b>	<b>129.60</b>	<b>124.47</b>	<b>125.80</b>
Number of Regular Employees	101.10	97.77	100.10
Number of Contract Employees	28.50	26.70	25.70

## DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

### HOUSING MANAGEMENT CONVENTIONAL & NON-CONVENTIONAL

**Mission:** To effectively generate and utilize the resources of the Housing Authority to provide quality affordable housing and expand opportunities to improve the quality of life in housing developments through the involvement of employees, residents and community partners.

#### HOUSING MANAGEMENT CENTRAL OFFICE COST CENTER

	FY 13-14 Budget	FY 13-14 Estimate	FY 14-15 Budget
<i>Total Budget:</i>	\$5,567,200	\$5,183,900	\$6,052,900
<i>Number of Employees:</i>	6.60	7.10	7.10

#### FY 13-14 Major Accomplishments:

1. Submitted the HUD Annual Plan and ACOP by the HUD deadline.
2. Provided 24 program trainings to staff, including REAC, rent calculation, and management training.
3. Completed the disposition of the HACoLA administration building. Submitted RAD application for Nueva Maravilla, Carmelitos, Harbor Hills and some South Scattered Sites.

#### FY 14-15 Major Goals:

1. Submit the HUD Annual Plan and ACOP by the HUD deadline.
2. Provide on-going training to staff, and a minimum of five (5) trainings.
3. Continue with disposition/conversion of South Scattered Sites and Senior housing developments.

#### CONVENTIONAL HOUSING

	FY 13-14 Budget	FY 13-14 Estimate	FY 14-15 Budget
<i>Total Budget:</i>	\$14,734,000	\$14,508,500	\$15,628,200
<i>Number of Employees:</i>	91.22	88.88	92.81

**FY 13-14 Major Accomplishments:**

1. Averaged an annual Occupancy rate of 98% per AMP.
2. Collected 98% of rent billed to tenants and limited delinquency to 1.5%.
3. Abated 100% of emergency work orders within 24 hours (continuous).
4. Achieved an average score of 86 or higher on annual physical inspection conducted by HUD-REAC.
5. Completed 100% annual unit and building inspections (continuous).
6. Completed 100% of annual re-examinations for assisted families.

**FY 14-15 Major Goals:**

1. Average an annual Occupancy rate of 98% per AMP.
2. Collect 98% of rent billed to tenants and limit delinquency to 1.5%.
3. Abate 100% of emergency work orders within 24 hours (continuous).
4. Maintain an average score of 86 on annual physical inspection conducted by HUD-REAC.
5. Complete 100% annual unit and building inspections (continuous).
6. Complete 100% of annual re-examinations for assisted families.

**NON-CONVENTIONAL HOUSING PROGRAM**

	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimate</b>	<b>FY 14-15 Budget</b>
<i>Total Budget:</i>	\$3,506,000	\$3,306,600	\$5,728,400
<i>Number of Employees:</i>	14.41	11.15	8.72

**FY 13-14 Major Accomplishments:**

1. Management and Occupancy Reviews for Kings Road and Lancaster Homes are pending.
2. Averaged an annual occupancy rate of 98% at Lancaster Homes and Kings Road.
3. Started the roof replacement, central air conditioning installation, common area painting and flooring rehabilitation activities at Lancaster Homes.

**FY 14-15 Major Goals:**

1. Receive an "Above Average" rating on the Management and Occupancy Reviews for Kings Road and Lancaster Homes.
2. Average an annual occupancy rate of 98% at Lancaster Homes and Kings Road.
3. Complete the roof replacement, central air conditioning installation, common area painting, flooring and elevator rehabilitation activities at Lancaster Homes.

## HOUSING MANAGEMENT SITE IMPROVEMENTS

**Mission:** To improve various housing developments through construction activities using CDBG funds.

	FY 13-14 Budget	FY 13-14 Estimate	FY 14-15 Budget
<i>Total Budget:</i>	\$600,000	\$567,300	\$6,418,800
<i>Number of Employees:</i>	0.00	0.00	0.00

**FY 13-14 Major Accomplishments:**

1. Completed construction of five (5) projects: Maravilla Senior Complex Common Area painting and flooring, Maravilla Childcare Center Rehab, and three carryover projects from FY 12-13: Big Normandie Drainage, South County Exterior Painting, and South County Heater Replacement.

**FY 14-15 Major Goals:**

1. Complete fourteen (14) construction projects.

## CRIME &amp; SAFETY UNIT

**Mission:** Ensure compliance with federal regulations and program requirements to reduce the incidence of criminal activity.

	FY 13-14 Budget	FY 13-14 Estimate	FY 14-15 Budget
<i>Total Budget:</i>	\$1,056,900	\$897,200	\$2,893,900
<i>Number of Employees:</i>	5.50	4.85	4.85

**FY 13-14 Major Accomplishments:**

1. Conducted 20,000 criminal background checks for Section 8, Public Housing and HACLA applicants.
2. Operated a countywide CCTV system to prevent and detect crime and risk management incidences at Public Housing locations. Responded to requests to view incidents on CCTV.
3. Terminated benefits of 100 Public Housing participants found to be in violation of

**FY 14-15 Major Goals:**

1. Conduct 20,000 criminal background checks for Section 8, Public Housing and HACLA applicants.
2. Operate a countywide CCTV system to prevent and detect crime and risk management incidences at Public Housing locations. Respond to requests to view incidents on CCTV.
3. Terminate benefits of Public Housing participants found to be in violation of



program regulations.

4. Continued the Implementation of Arrest Data Matching for HAcOLA residents.

5. Operated countywide Community Policing Program to reduce incidents of criminal activity at Public Housing locations.

program regulations.

4. Continue the Implementation of Arrest Data Matching for HAcOLA residents.

5. Operate countywide Community Policing Program to reduce incidents of criminal activity at Public Housing locations.

\* The Crime & Safety unit allocates expenses to each of our eight AMPs. Therefore, the CSU budgets are included here for informational purposes only as they are included in the Division's Conventional and Non-Conventional budget. Also note that \$88k of the FY 14-15 Budget is funded by the Housing Authority of the City of Los Angeles for criminal background checks and it is included in the overall Division budget.

### RESIDENT SERVICES PROGRAMS (RSP)

**Mission:** To provide needs-based services to public housing residents utilizing various grants, and connecting the residents to services available through program providers in the community.

	FY 13-14 Budget	FY 13-14 Estimate	FY 14-15 Budget
<i>Total Budget:</i>	\$525,300	\$529,700	\$509,000
<i>Number of Employees:</i>	4.37	4.64	4.47

#### FY 13-14 Major Accomplishments:

1. Provided assistance to 150 residents through the Family Resource Center services.
2. Partnered with local non-profits to provide educational and recreation services for 400 unduplicated public housing youth in the after school program in the Recreation and Family Learning Centers.
3. Provided on-site computer literacy and work force development Services to 200 public housing adult residents by partnering with local non-profit agencies.
4. Provided 333 elderly and disabled persons

#### FY 14-15 Major Goals:

1. Provide assistance to 150 residents through the Family Resource Center services.
2. Partner with local non-profits to provide educational and recreation services for 400 unduplicated public housing youth in the after school program in the Recreation and Family Learning Centers.
3. Provide on-site computer literacy and work force development Services to 200 public housing adult residents by partnering through local partnerships.
4. Provided 300 elderly and disabled persons with Quality of Life programs and

with Quality of Life programs and services.

5. Enrolled a total of 115 current participants in the program, 44 of which have active escrow accounts. Graduated two participants. Awarded the 2013 FSS Grant.
6. Provided Assisted Living Waiver Pilot Program services to 30 seniors at South Bay Gardens, Orchard Arms, and Lancaster Homes.
5. Maintain an enrollment of 100 FSS participants throughout the year and 60 escrow accounts.
6. Provide Assisted Living Waiver Pilot Program services to 30 seniors at South Bay Gardens, Orchard Arms, and Lancaster Homes.

### JUVENILE JUSTICE CRIME PREVENTION PROGRAM (JJCPA)

**Mission:** To assist at-risk youth and their families in public housing.

	FY 13-14 Budget	FY 13-14 Estimate	FY 14-15 Budget
<i>Total Budget:</i>	\$398,100	\$483,500	\$528,800
<i>Number of Employees:</i>	4.50	4.85	4.85

#### FY 13-14 Major Accomplishments:

1. Received a thirteenth (13<sup>th</sup>) JJCPA grant to the program at four family public housing sites to serve 200 at-risk youth and families.

#### FY 14-15 Major Goals:

1. Receive a fourteenth (14<sup>th</sup>) JJCPA grant to the program at four family public housing sites to serve 250 at-risk youth and families.

### GROWING EXPERIENCE (GE)

**Mission:** Provide a "green community resource center" at the Carmelitos public housing development.

	FY 13-14 Budget	FY 13-14 Estimate	FY 14-15 Budget
<i>Total Budget:</i>	\$282,000	\$298,000	\$265,400
<i>Number of Employees:</i>	3.00	3.00	3.00

**FY 13-14 Major Accomplishments:**

1. Continued to develop value-added products to expand GE brand and sales including jams, basil pesto, dried figs, dried apples, and kale chips.
2. Produced approximately 18,000 pounds of sustainably grown fruits and vegetables, sold at the weekly farm stand and the Long Beach City College Food Court.
3. Provided skills training and development to 8 Urban Agriculture Business Training Program participants.
4. Continue partnerships with the City of Long Beach Office of Sustainability to provide clean green waste drop-offs from local restaurants to build a compost demonstration site.
5. The Farmer's Market operates on a weekly basis serving the Carmelitos senior and area residents.

**FY 14-15 Major Goals:**

1. Continue to develop value-added products focusing on ready-to-eat salad mixes grown using aquaponics methods.
2. Increase production to 20,000 pounds, using new technologies such as vertical growing methods and aquaponics expansion.
3. Continue partnership with the City of Long Beach Office of Sustainability to expand the composting program.
4. Continue to implement the weekly farm stand.
5. Create a business plan to implement TGE with a non-profit arm or charitable organization, allowing for tax-deductible donations and revenue streams organized under the non-profit arm.

**COMMUNITY DEVELOPMENT  
FOUNDATION (CDF)**

The Los Angeles County Community Foundation (CDF) is a 501(c)3 non-profit organization of the HACoLA. Its mission is to eliminate generational poverty in low-income housing throughout *Los Angeles County*. CDF is meeting this mission by implementing a set of College Access & Retention program that empower extremely low-income students to and through college.

**HAR Scholarship** awards range from \$750 to \$1,000 for students attending 4-year university, community college, or vocational training program. Since 1997, the CDF has awarded over \$200,000 in scholarship funds to students, many of whom have since graduated and entered into professional fields of practice including doctors, nurses, and lawyers. In FY 2013-14, 28 scholarships were awarded and the goal is to match this number next year.



*2013 HAR Scholarship Awardees*

**Reality Check** is a set of career/life skills workshops for HAR Scholarship awardees and other Public Housing and Section 8 residents attending college or are college bound. The first

set of workshops will be held at the Reality Check Conference on August 12, 2014 at The California Endowment. Additionally, mentorship will be provided through this program, giving students invaluable advice along their journey towards a meaningful career.

**Project: Scholar** is a SAT/ACT prep program for college bound high school students during Fall 2014. The goal is to provide training to at least 10 students.



*2013 Run for the Fun(d)*

To fund these programs, the CDF will apply for at least 24 philanthropic grants, expand its individual giving program, and hold various special events. A CDF Activities Committee was created, made of CDC Employees that will plan fundraisers throughout the year to support the CDF. In 2013-14, CDC employees raised funds through a summer "Cool Down" event, the Run for the Fun(d), a costume contest, and the annual Charitable Giving Campaign. CDF also acts as a fiscal sponsor.

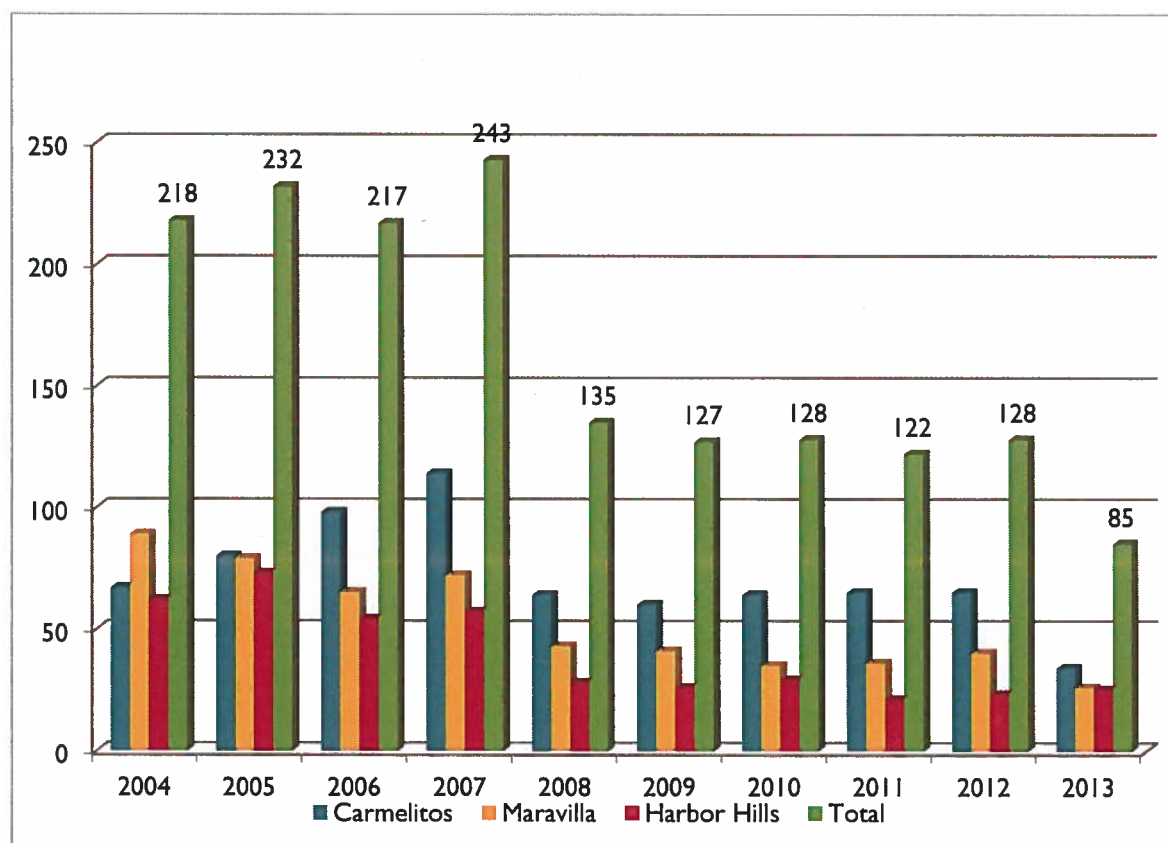


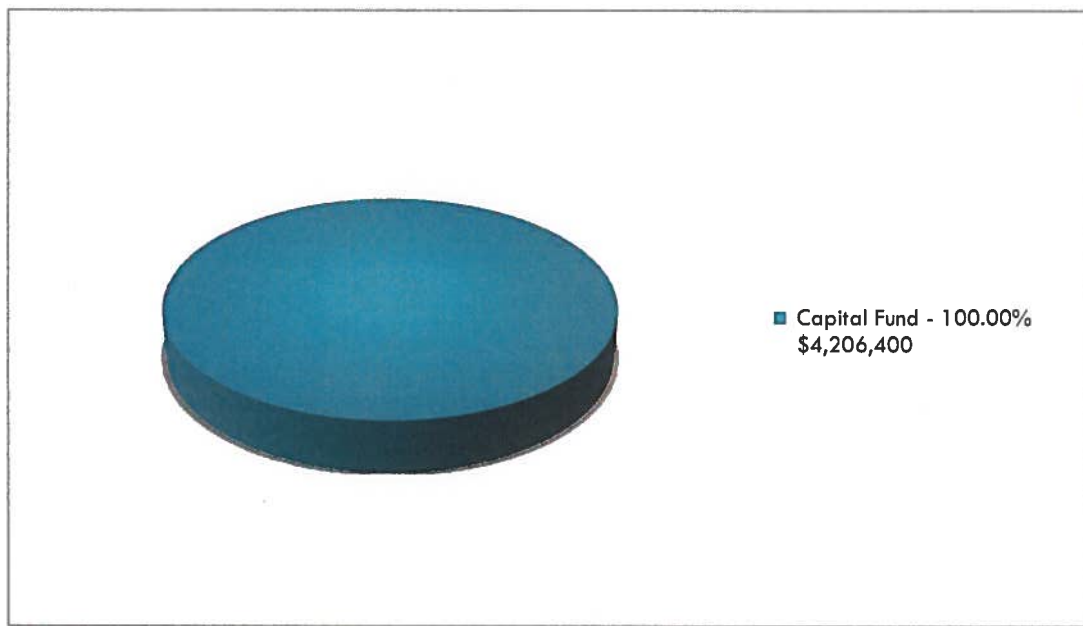
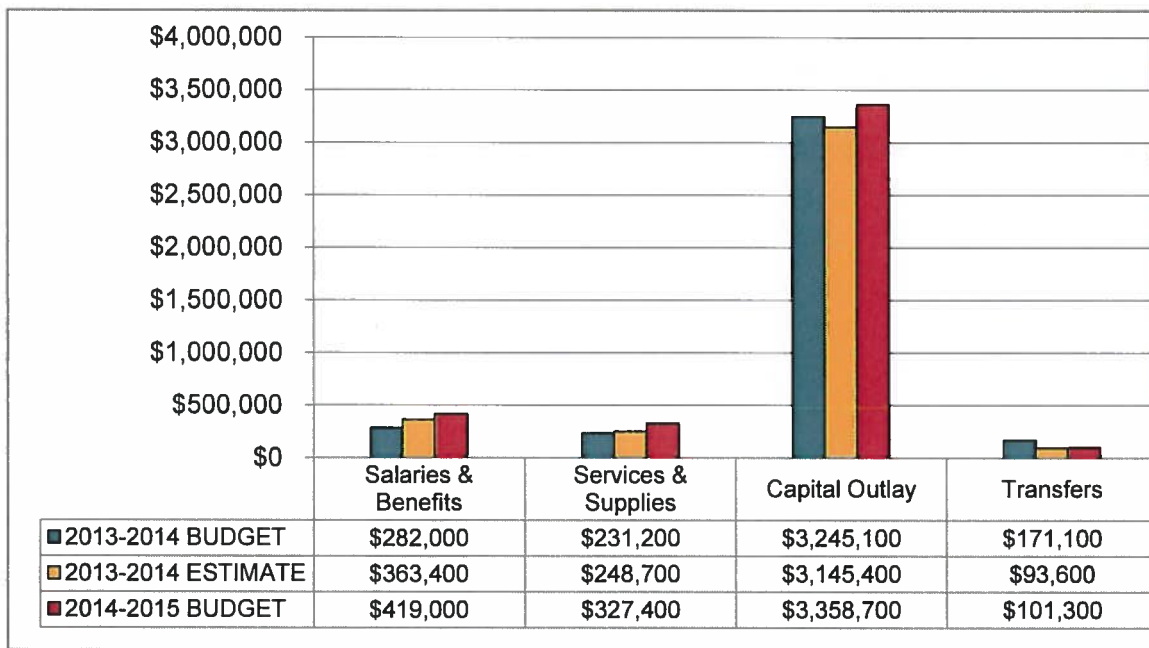
**COMMUNITY POLICING PROGRAM (CPP)**

The Community Policing Program (CPP) provides proactive supplemental Law enforcement services by the Los Angeles County Sheriffs Department (LASD) and Long Beach Police Department (LBPD) at our 63 housing developments. What makes the deputies and officers effective and unique is their knowledge of Federal, State and local laws and enforcement of HUD regulations. Through prevention and intervention activities, law enforcement is sensitive to the needs of our public housing residents.

Since CPP inception, HACoLA has tracked the number of crime incidents reported at the three large family sites: Carmelitos, Harbor Hills and Nueva Maravilla. HACoLA has also conducted independent resident satisfaction and victimization surveys across a random sample of all HACoLA sites.

The CPP is a nationally recognized "best practice" by housing and law enforcement professionals. Four of the most recent CPP awards include: International Herman Goldstein Award semi-finalist in 2011, Community Policing "Best Practices" in 2012, National Met Life Community Police Partnership Award in 2012, and "Top 10" Finalist for National Webber-Seavey Award in 2013.

**Reported Crime at the Carmelitos, Maravilla & Harbor Hills Housing Development (2004 – 2013)**

**CAPITAL FUND BUDGET \$4,206,400****Sources of Funds****Uses of Funds**

	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
<b>TOTAL BUDGET</b>	<b>\$3,929,400</b>	<b>\$3,851,100</b>	<b>\$4,206,400</b>
<b>TOTAL EMPLOYEES</b>	<b>1.90</b>	<b>2.90</b>	<b>2.90</b>
<b>Number of Regular Employees</b>	<b>1.90</b>	<b>2.90</b>	<b>2.90</b>
<b>Number of Contract Employees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**CAPITAL FUND OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS**

**Mission:** To implement and administer the Capital Fund Program (CFP) for modernization of the public housing developments and ensure that funds are obligated and expended in compliance with Federal Regulations.

	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimate</b>	<b>FY 14-15 Budget</b>
<i>Total Budget:</i>	\$3,929,400	\$3,851,100	\$4,206,400
<i>Number of Employees:</i>	1.90	2.90	2.90

**FY 13-14 Major Accomplishments:**

1. Submitted the Annual Statement and updated the 5-Year Action Plan to HUD for the 2013 Capital Fund Program for LA County (Continuous).
2. Met 100% of the deadlines for the obligation and expenditure of funds. (Continuous).
3. Completed 14 Construction Contracts at various housing sites. Closed the 2012 CFP grant.
4. Conducted 2 resident meetings in preparation for the submittal of the CFP Annual Statement and 5-Year Plan to HUD (Continuous).
5. Received a NACo, NAHRO, and County's Green Leadership Award recognition for the Green Community project at the Nueva Maravilla Housing Development.
6. HACoLA as the lead agency, coordinated Semi-Annual Modernization Meetings with HUD and Southern California Housing Authorities.
7. Completed all of the construction projects for Phase I of the Energy Performance Contract at Nueva Maravilla.

**FY 14-15 Major Goals:**

1. Submit the Annual Statement and update the 5-Year Action Plan to HUD for 2014 Capital Fund Program for HACoLA (Continuous).
2. Meet 100% of the deadlines for the obligation and expenditure of Capital Fund Grant funds (Continuous).
3. Complete 9 construction contracts at various housing sites. Close the 2013 CFP Grant for HACoLA .
4. Conduct 2 resident meetings in preparation for the submittal of the CFP Annual Statement and 5-Year Plan to HUD (Continuous).
5. HACoLA as the lead agency, will coordinate Semi-Annual Modernization Meetings with HUD and Southern California Housing Authorities.
6. Implement Phase II of Energy Performance Contracting for Westknoll and Orchard Arms by installing solar photovoltaic systems.
7. Implement a utility tracking system to monitor utility costs and savings by development.



The Modernization Unit is responsible for the rehabilitation of 2,962 units of public housing located on 63 sites across the County of Los Angeles. Since 2000, the HACoLA has expended \$75 million in Comprehensive Grant Program (CGP), Comprehensive Improvement Assistance Program (CIAP) and Capital Fund Program (CFP) funds for modernization and rehabilitation activities to maintain decent, safe and sanitary units for families, seniors and persons with disabilities.



*Orchard Arms Housing Development*

In Fiscal Year 2013-2014, the Housing Authority construction projects included the replacement and modernization of sidewalks and parking lots at the Francisquito Villa housing development, and roof replacements at Orchard Arms and Simmons housing developments with new "cool" roofs for energy efficiency. The Kitchen and Bathroom Remodel was also completed for sixty-two units at the Foothill Villa housing development as well as the first phase of the Carmelitos Senior Balconies Rehabilitation.



*Carmelitos Balconies Remediation*

The new Nueva Maravilla (Rosas) Irrigation System at the senior complex was the most recent Energy Performance Contract (EPC) construction project. Electricity savings from the solar project installation and water savings from the irrigation project will be used to payback the EPC loan.

The Housing Authority has also committed Capital Funds to complete American with Disabilities Act (ADA) upgrades at Foothill Villa, the ADA Exterior Doors at the Carmelitos Seniors Community Center and the ADA handrails at Harbor Hills.



*Foothill Villa Kitchen*

## AN OVERVIEW OF OTHER HOUSING PROGRAMS

Other housing programs include the Cooperative Extension and Affordable Housing Development Funds (COI), which provide guidance and services to the residents of Los Angeles County, including youth, adults, and seniors living in public housing sites as well as ensuring continuous development of housing for low income individuals, household, and senior population.

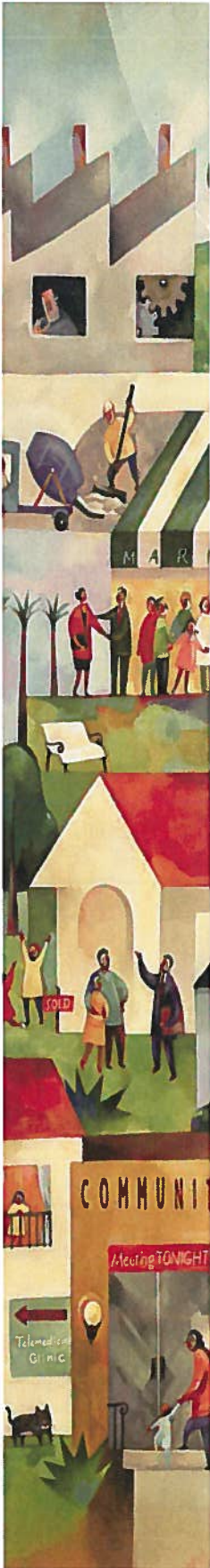
### Cooperative Extension

Since being transferred to the Los Angeles County Community Development Commission (CDC)/Housing Authority at the request of the Board of Supervisors in 1993, UC Cooperative Extension has been primarily funded by three separate entities: The University of California, the US Department of Agriculture (USDA), and the County Government. The University provides the academic staff members to help design the educational programs. USDA provides a matching dollar for dollar campaign to the UC Cooperative Extension program. The County provides funding to support with the rent, utilities, building maintenance, vehicles, mileage reimbursements, printing, copying, office supplies, and support positions such as an office manager and clerical staff.

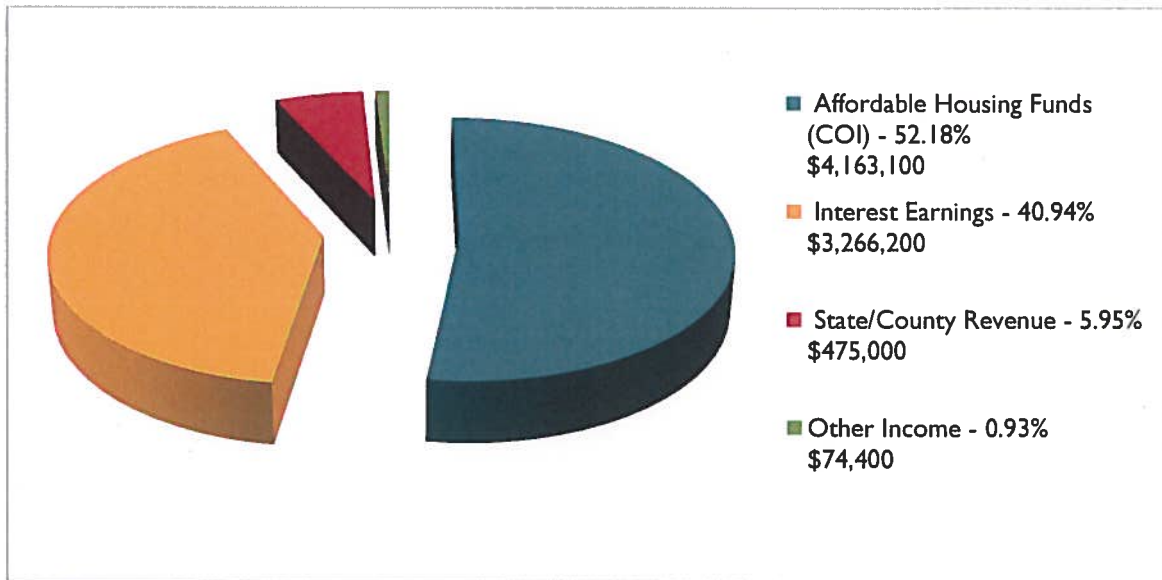
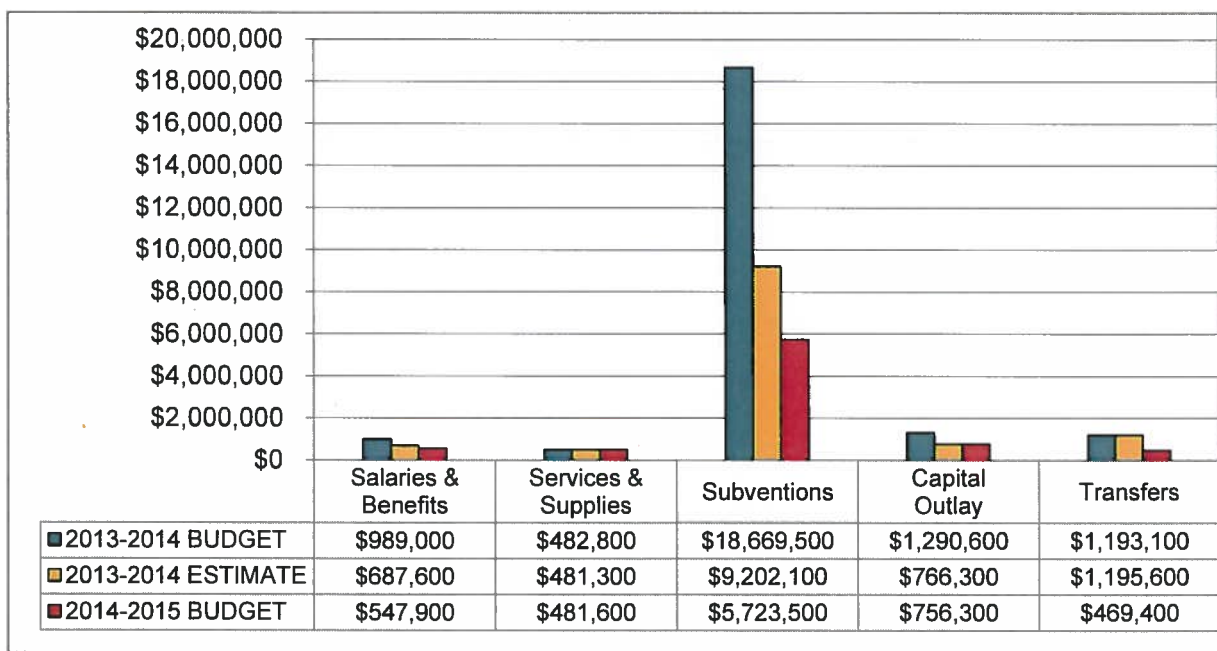
In Los Angeles, the University of California (UC) Cooperative Extension offers many programs to residents of Los Angeles County, including youths, families and organizations. Educational workshops are provided to all County residents for free or at a low cost; topics include natural resources issues, expanded food and nutrition, urban agriculture, and youth leadership and life skills development (4-H).

### Affordable Housing Development (COI)

As required under California Government Code section 65584.3, COI funds are allocated to the Housing Authority by special legislation and administered by the CDC. These funds are allocated within a 15 mile radius of the City of Industry and used for developing housing for low-income individuals, families and the special needs populations. Even though Affordable Housing Development Funds are allocated to the Housing Authority, they are not under the purview of the Housing Commission. Additionally, these funds are subject to Auditor Controller & State approval due to the dissolution of Redevelopment Agencies as of 2/1/2012.





**OTHER HOUSING PROGRAMS BUDGET \$7,978,700****Sources of Funds****Uses of Funds**

	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
<b>TOTAL BUDGET</b>	<b>\$22,625,000</b>	<b>\$17,063,100</b>	<b>\$7,978,700</b>
<b>TOTAL EMPLOYEES</b>	<b>8.57</b>	<b>6.17</b>	<b>4.64</b>
<b>Number of Regular Employees</b>	8.57	6.17	4.64
<b>Number of Contract Employees</b>	0.00	0.00	0.00

## DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

## COOPERATIVE EXTENSION

**Mission:** The University of California Cooperative Extension in Los Angeles County develops and implements community-based educational programs that address the critical needs of the county's diverse and multiethnic population.

Staff and volunteers provide and encourage the use of current research-based information in the areas of nutrition, family and consumer science; youth development; urban gardening; commercial horticulture; agriculture; and natural resources.

	FY 13-14 Budget	FY 13-14 Estimate	FY 14-15 Budget
<i>Total Budget:</i>	\$475,000	\$475,000	\$475,000
<i>Number of Employees:</i>	0.00*	0.00*	0.00*

## FY 13-14 Major Accomplishments:

1. Provided nutrition education/cooking demonstration and physical activity demonstrations at more than 500 sites around the county, at public housing sites, churches, libraries, schools, youth centers, and more. CDC/Housing authority sites served included Carmelitos, Maravilla, and Harbor Hills.
2. Provided gardening advice and workshops to low-income homeowners, community and school gardeners throughout Los Angeles County. CDC/Housing Authority sites served included Nueva Maravilla and Carmelitos.

Offered 4-H Youth Development activities for youth ages 5-19 through 20 clubs around Los Angeles County, in after school programs and communities, plus through one-time special events and summer camp. Training provided for youth included goal setting, resume writing, and college access.

## FY 14-15 Major Goals:

1. Provide educational programs focused on family-related concerns such as food and nutrition, family relationships, food safety, consumer issues, and money management.
2. Through the Expanded Food and Nutrition Education Program (EFNEP), the UC CalFresh Program (formerly the Food Stamp Nutrition Education Program), teach homemakers with limited incomes how to improve family diets, make better use of available resources, improve their food preparation skills, and eat more fruits and vegetables.
3. Offer nutrition, gardening, and consumer science programs designed for and targeted specifically towards

\* employees are paid by the UC System to perform these functions.



3. Provided training and technical expertise for members of the landscape industry county-wide through our environmental horticulture program.
4. Provided training and technical expertise on agriculture and natural resources issues county-wide through our Farm Advisor and Natural Resources and Master Gardener programs.
- seniors living in Upon request, provide various youth development training including community service, goal setting, college access for teen residents at CDC sites.
4. Provide training, educational materials and technical assistance to family and senior housing residents who want to grow more of their own fruits and vegetables to augment their food budget.
5. Offer food preservation workshops through the Master Food Preserver Program to interested residents.

#### AFFORDABLE HOUSING DEVELOPMENT (COI)

Please see page 8.4 for details on this other housing program which is administered by the Economic and Housing Development Division. The total budget of \$7,503,700 and 4.64 positions are reflected in the overall Housing Authority budget in this section as well as in Section 8: Economic and Housing Development Division. However, the funding is received by the Housing Authority and administered by the Economic and Housing Development Division.

## DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

## AFFORDABLE HOUSING DEVELOPMENT

**Mission:** To provide for the planning, management, administration and oversight of Affordable Housing Development funds awarded as loans for eligible costs for the pre-development, acquisition, construction, renovation and/or permanent financing of affordable and Special Needs multi-family and single family housing units.

	FY 13-14 Budget	FY 13-14 Estimate	FY 14-15 Budget
<i>Total Budget:</i>	\$22,150,000	\$11,858,000	\$7,503,700
<i>Number of Employees:</i>	8.57	6.17	4.64

**FY 13-14 Major Accomplishments:**

1. Began or continued construction on 5 Special Needs projects for 184 units.
2. Received Certificate of Occupancy and complete 6 Special Needs projects for 363 units.
3. Began or continued construction on 4 Non-Special Needs projects for 175 units.
4. Received Certificate of Occupancy and completed 4 Non-Special Needs projects for 168 units.

**FY 14-15 Major Goals:**

1. Receive Certificate of Occupancy and complete 5 Special Needs projects for 184 units.
2. Begin or continue construction on 2 Non-Special Needs projects for 86 units.
3. Receive Certificate of Occupancy and complete 4 Non-Special Needs projects for 125 units.

**NOTE:** The total Affordable Housing Development Funds budget of \$7,503,700 and 4.64 positions are reflected in this section as well as in section 7.2: Other Housing Programs. However, the funding is received by the Housing Authority and administered by the Economic and Housing Development Division.



**HOUSING AUTHORITY  
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • [www.hacola.org](http://www.hacola.org)

**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Sean Rogan**  
Executive Director

April 23, 2014

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**ACCEPTANCE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR  
PROJECTS IDENTIFIED IN THE 2014-2015 ACTION PLAN FOR THE ALLOCATION  
OF FEDERAL FUNDS  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends the use of \$4,085,328 in Fiscal Year 2014-2015 Community Development Block Grant (CDBG) funds from the Community Development Commission (Commission). These funds are used for CDBG-eligible programs administered by the Housing Authority of the County of Los Angeles (Housing Authority) and included in the County of Los Angeles' (County) Fiscal Year 2014-2015 Action Plan, which will be presented to the Board of Supervisors on May 27, 2014.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the use of \$4,085,328 in CDBG funds for FY 2014-2015 is not subject to the provisions of the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA.
2. Recommend that the Board of Commissioners authorize the Housing Authority to accept \$4,085,328 CDBG funds from the Commission, which will be included in the Housing Authority's Fiscal Year 2014-2015 budget through the Housing Authority's annual budget approval process, subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD).

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### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The National Affordable Housing Act of 1990 (Cranston/Gonzalez Housing Act), as amended in 1992, requires that the County provide a single, consolidated submission of the proposed expenditure of funds to be eligible for HUD formula grant funding, including CDBG, HOME Investment Partnerships, and Emergency Solutions Grant. The Action Plan for Fiscal Year 2014-2015 (Action Plan) satisfies these federal requirements to provide for the release of funds.

The Action Plan identifies a total of \$3,878,295 in new CDBG funds for Fiscal Year 2014-2015 for projects to be administered by the Housing Authority. The purpose of this letter is to authorize these funds to be included into the Housing Authority's budget, and to continue administration of \$207,033 in prior year CDBG funds. Attachment A provides a breakdown of the funds allocated to the Housing Authority by project, as well as a description of each project to be funded.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Action Plan allocates \$3,878,295 in new Fortieth Program Year (July 1, 2014 to June 30, 2015) CDBG funds and \$207,033 from prior year CDBG funds that will be included in the Fiscal Year 2014-2015 Housing Authority budget approval process.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On May 28, 2013, the Board of Supervisors approved the Five-Year Consolidated Plan for 2013-2018 and the Fiscal Year 2013-2014 Action Plan. These documents have been updated as required by HUD. The current Fiscal Year 2013-2014 Action Plan ends on June 30, 2014, and a new plan must be adopted by the Board of Supervisors in order to receive continued funding from HUD. The Action Plan includes a description of the activities to be undertaken during Fiscal Year 2014-2015 to address the objectives of the Consolidated Plan's five-year strategy. A list of the Housing Authority projects included in the Action Plan is provided in Attachment A.

All of the projects proposed in the Action Plan are being federally funded. As applicable, the administering agencies will be subject to the prevailing wage requirements of the Davis-Bacon Act, and related Acts, and Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance. However, where Section 3 is not applicable, the agencies will be subject to the County's Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program, which furthers the same or similar goals.

Honorable Housing Commissioners  
April 23, 2014  
Page 3

### **ENVIRONMENTAL DOCUMENTATION**

The acceptance of CDBG funds from the Commission is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it is an administrative action and does not involve activities that will alter existing environmental conditions. The action is not subject to the provisions of CEQA, pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

Each program within the Action Plan will be reviewed for environmental impact on a project-by-project basis before funding is released.

### **IMPACT ON CURRENT PROJECTS**

The projects contained in the Action Plan will benefit low- and moderate-income residents of the unincorporated County and participating cities.

Respectfully submitted,



SEAN ROGAN  
Executive Director

SR:SS:rw

Attachment

**ATTACHMENT A**  
**HOUSING AUTHORITY PROJECTS FOR FISCAL YEAR 2014-2015**

	<b>PROJECTS (New Funding)</b>	
<b>Project Title (District)</b>	<b>Project Description</b>	<b>Funding</b>
Francisquito Villa Senior and 4 <sup>th</sup> & Mednik Family Public Housing Exterior Painting (First)	Provides for the exterior painting of all exterior areas at the Francisquito Villa Senior and 4 <sup>th</sup> & Mednik Family Public Housing Developments located. Work will include the replacement of any damaged fascia, wood trim, balcony railings, gutters, downspouts, carports, and new building signage.	\$200,000
Herbert Senior Public Housing Site Improvements (First)	Provides for the replacement of the deteriorated asphalt parking surfaces, curbs, gutters, driveway and all applicable ADA requirements at the Herbert Senior Public Housing Development. The project will also upgrade the laundry room including the replacement of flooring with VCT tile and sink replacement.	\$138,000
Herbert Senior Public Housing Cabling (First)	Provides for the installation of cabling and wiring to allow residents access to cable television, wireless connectivity, and internet at the Herbert Senior Public Housing Development.	\$71,000
East County Public Housing Common Area Lighting (First)	Provides for the upgrade of all common area exterior lighting with new energy efficient light fixtures at Herbert, Francisquito Villa, and Arizona/Olympic.	\$89,000
Nueva Maravilla Community Center and Site Improve- ments (First)	Provides for the replacement of damaged concrete walkways and paths to the Nueva Maravilla Community Center. Additionally, the project will repair the center courtyard area, replace the exterior wrought iron fencing, replace the air conditioning system in the Community Center, and install basketball courts.	\$332,000

	<b>PROJECTS (New Funding cont'd)</b>	
<b>Project Title (District)</b>	<b>Project Description</b>	<b>Funding</b>
Nueva Maravilla Public Senior Housing Interior Unit Flooring (First)	Provides for the replacement of the deteriorated unit flooring at the Nueva Maravilla senior housing development with new flooring such as VCT tile, carpet, and sheet vinyl. The project will also procure a vendor as needed to move furniture for the residents during the floor replacement process.	\$580,000
South Scattered Public Housing Sites Exterior Painting (Second)	Provides for the exterior painting of all exterior areas at four South County Public Housing Developments. Work will include the replacement of any damaged fascia, wood trim, balcony railings, gutters, downspouts, carports and new building signage.	\$232,000
South Scattered Public Housing Sites Roof Repair (Second)	This new project will replace the deteriorated roofing at three South County Public Housing Developments with "cool" roofing. The project includes the removal and replacement of the existing roof and new flashing, down spouts, and gutters.	\$388,000
Century & Wilton Public Housing Site Improvements (Second)	Provides for the patch and repair of all damaged and cracked concrete stairs and hallways. Additionally, provides for the remodel of 20 unit kitchens to include the installation of new cabinets, solid surface counters, flooring, light fixtures, sinks, faucets, and outlets in kitchens.	\$443,000
Mary B. Henry Community Clinic Rehabilitation (Second)	Provides for the completion of extensive exterior and interior rehabilitation at the Housing Authority property at 10901 S. Vermont Avenue, where the Mary B. Henry Wilmington Community Clinic is located.	\$82,145
Westknoll and Palm Senior Public Housing Roof Replacement (Third)	Provides for the replacement of the deteriorated roofing at the West Knoll and Palm Senior Public Housing with "cool" roofing. The project includes the removal and replacement of the existing roof and new flashing, down spouts, and gutters.	\$n573,150
Harbor Hills Public Housing Drainage (Fourth)	Provides for the design and installation of a new drainage system adjacent to the parking lots.	\$202,000



	<b>PROJECTS (New Funding cont'd)</b>	
<b>Project Title (District)</b>	<b>Project Description</b>	<b>Funding</b>
Carmelitos Senior Public Housing Balconies Phase II (Fourth)	Provides for the removal and replacement of the deteriorated balconies of 20 housing units at the Carmelitos Senior housing development. Work will include the replacement of sliding doors, metal railing, rotted wood, deck waterproofing and other necessary work to complete the project.	\$218,000
Foothill Villa Senior Public Housing Interior Unit Flooring (Fifth)	This new project will install new laminated flooring in all housing units at Foothill Villa. The current flooring is old and deteriorated.	\$330,000
	<b>TOTAL:</b>	<b>\$3,878,295</b>

#### **HOUSING AUTHORITY CONTINUING PROJECTS FOR FISCAL YEAR 2014-2015**

	<b>CONTINUING PROJECTS (Prior Year Funding)</b>	
<b>Project Title (District)</b>	<b>Project Description</b>	<b>Funding</b>
Ujima Village Disposition (Second)	Provides CDBG funds to the Housing Authority of the County of Los Angeles (HACoLA) to pay for temporarily maintain the vacant and demolished Ujima Village housing development pending disposition of the property to the Los Angeles County Department of Parks and Recreation (DPR).	\$207,033
	<b>TOTAL:</b>	<b>\$207,033</b>

	<b>Total HACoLA CDBG Projects FY 14-15:</b>	<b>\$4,085,328</b>
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**HOUSING AUTHORITY  
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700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • [www.hacola.org](http://www.hacola.org)

**Gloria Molina  
Mark Ridley-Thomas  
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Don Knabe  
Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

April 23, 2014

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**APPROVE HOUSING AUTHORITY CONTRACT FOR TRASH REMOVAL SERVICE  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of a Contract with Apex Waste Systems, Inc., to provide trash removal services to 13 housing developments and the South Scattered Sites Management Office.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute and, if necessary, terminate a one-year Contract with Apex Waste Systems, Inc., in the amount of \$300,105, for trash removal services at 13 housing developments and the South Scattered Sites Management Office, using funds included in the Housing Authority's Fiscal Year 2013-2014 budget and to be requested in the Housing Authority's Fiscal Year 2014-2015 annual budget approval process.
2. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to extend the term for a maximum of two additional years, in one-year increments, with an annual compensation of \$300,105 plus a cost of living increase not to exceed the Consumer Price Index (CPI) for the County of Los Angeles as determined by the U.S. Bureau of Labor Statistics, using funds to be included in the Housing Authority annual budget approval process.

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3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for additional services.
4. Recommend that the Board of Commissioners find that approval of the Contract is exempt from the California Environmental Quality Act (CEQA), as described herein, because the services will not have the potential for causing a significant effect on the environment.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to provide for trash removal services for 13 housing developments and the South Scattered Sites Management Office.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund.

The cost for the first year is \$300,105. The Contract will be funded with \$300,105 in Conventional Public Housing Program funds which includes local dwelling rental and operating subsidy allocated by the U.S. Department of Housing and Urban Development (HUD).

The Contract effective date will be June 1, 2014. Funds for the first month of services are included in the Housing Authority's Fiscal Year 2013-2014 approved budget, and the remainder will be included in the 2014-2015 annual budget approval process.

If extended, the cost of the second and third year of the Contract will remain at the same annual amount of \$300,105 plus CPI increases, using the same source of funds to be included in the Housing Authority's annual budget approval process.

A 10% contingency, in the amount of \$30,011 per year, is also being set aside for any additional needed trash removal services, such as additional trash pick-ups and additional trash bins, using the same source of funds described above.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The following housing developments are included in the proposed Contract: Nueva Maravilla, Francisquito Villa, Herbert Apartments, South Bay Gardens, Palm Apartments, Westknoll Apartments, Carmelitos, Harbor Hills, Marina Manor I and II, Whittier Manor, Sundance Vista, Orchard Arms, Foothill Villa, and the South Scattered Sites Management Office.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Apex Waste Systems will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and will be effective on June 1, 2014, subject to Board approval and execution by Apex Waste System, Inc.

### **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On January 14, 2014, an Invitation for Bids (IFB) process was initiated to identify contractors to provide trash removal services for the Housing Authority. Notices were emailed to 84 vendors from the Housing Authority vendor list. An announcement was also posted on the County's WebVen and Housing Authority websites.

A Mandatory Pre-Bid Conference was held at the Housing Authority on February 4, 2014. A total of six contractors participated in the Mandatory Pre-Bid Conference. On February 20, 2014, two bids were received.

During the period of February 24<sup>th</sup> through March 7<sup>th</sup>, 2014, an evaluation of the minimum requirements and references was conducted. Apex Waste Systems, Inc. was determined to be the lowest most responsive and responsible bidder, and is therefore being recommended for the Contract award. The Summary of Outreach Activities is provided as Attachment A.

Honorable Housing Commissioners  
April 23, 2014  
Page 4

**IMPACT ON CURRENT PROGRAMS**

The proposed Contract will provide necessary trash removal services for 13 housing developments and the South Scattered Sites Management Office and continue to provide the residents and staff with decent, safe and sanitary conditions.

Respectfully submitted,



SEAN ROGAN  
Executive Director

SR:MF:ng

Attachment

## ATTACHMENT A

### Summary of Outreach Activities

#### Trash Removal Services

On January 14, 2014, the following outreach was initiated to identify Trash Removal Service contractors for the Housing Authority.

A. Announcement

An announcement was posted on the County's WebVen and on the Housing Authority websites.

B. Distribution of Notices

The Housing Authority's vendor list was used to email out the Invitation for Bids (IFB) notices to 84 trash removal service contractors, of which 33 identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women).

As a result of the outreach 42 solicitation packages were downloaded and two bids were received.

C. Bid Results

On February 20, 2014, the following bids were received:

<u>Bidders</u>	<u>Bid Amounts</u>
Apex Waste Systems	\$304,527.60
Consolidated Disposal Service	\$474,551.40

The lowest bidder, Apex Waste Systems, Inc., was determined to be the most responsive and responsible bid and is being recommended for the Contract award.

The \$304,527.60 bid amount for Apex includes a separate \$4,422.60 Community Development Commission Contract for trash removal services. The Housing Authority Contract portion is therefore \$300,105. The bid amounts do not include optional services.

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Apex Waste Systems, Inc.	Minority	Total: 14 13 Minorities 1 Woman 93% Minority 7% Women

E. Minority/Women Participation – Firms Not Selected

Consolidated Disposal Service	Not Available	Total: 1,063 837 Minorities 165 Women 79% Minorities 16% Women
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The Housing Authority conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.





**HOUSING AUTHORITY  
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • [www.hacola.org](http://www.hacola.org)

**Gloria Molina  
Mark Ridley-Thomas  
Zev Yaroslavsky  
Don Knabe  
Michael D. Antonovich**  
Commissioners

**Sean Rogan**  
Executive Director

April 23, 2014

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**APPROVE DISPOSITION OF HOUSING AUTHORITY OWNED PROPERTY AT  
11718-11740 WILLOWBROOK AVENUE IN UNINCORPORATED WILLOWBROOK  
(DISTRICT 2)**

**SUBJECT**

This letter recommends approval of the disposition of the Housing Authority owned property at 11718-11740 Willowbrook Avenue in unincorporated Willowbrook. The property will be sold to Willowbrook Townhomes Limited Liability Company (LLC). Approval of this action will preserve affordable housing units in Los Angeles County that are currently at risk due to expiration of an affordability covenant.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director, or his designee, to execute a purchase and sale agreement and all necessary documents related to the disposition of the Housing Authority owned property at 11718-11740 Willowbrook Avenue (Site) to Willowbrook Townhomes LLC, following approval as to form by County Counsel.
2. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to sell the property to Willowbrook Townhomes LLC for its current fair market value of \$1,165,000 as determined by an independent appraiser.
3. Recommend that the Board of Commissioners find that the above listed actions are exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project.

**We Build Better Lives  
& Better Neighborhoods**



### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On June 29, 1990, the Housing Authority purchased the Willowbrook Townhomes at 11718-11740 Willowbrook Avenue (Site) in unincorporated Willowbrook from the State of California Department of Transportation. The Willowbrook Townhomes consist of eight attached townhomes of which seven units have three bedrooms and one unit has two bedrooms.

The property was developed utilizing financing provided by the State of California Housing and Community Development Department. The Housing Authority entered into a Regulatory Agreement which called for all of the units to be rented to low-income households for an affordability period of 20 years. The Regulatory Agreement expired on June 1, 2010 and has been officially terminated.

Although the Regulatory Agreement has been terminated, the Housing Authority has continued to rent the units to low-income households. The Housing Authority remains committed to ensuring continued affordability for all residents at the Site. However, the Site is in need of rehabilitation and does not generate sufficient income to address capital needs. Given the condition of the property, a number of vacancies exist. Because the Housing Authority is a public body corporate and politic, it is not eligible to access financing available to private developers.

Operation of the Site is not financially viable unless funding is available to address the capital needs. Therefore, in order to preserve the eight affordable units at this Site, the Housing Authority intends to sell the property to Willowbrook Townhomes LLC. The Los Angeles County Housing Development Corporation (LACHDC) will be the sole member and manager of Willowbrook Townhomes LLC. Ownership by Willowbrook Townhomes LLC will enable the property to receive HOME funds, Section 8 vouchers, and other financing which will sustain the long term affordability and viability. The Housing Authority will sell the property for its current appraised fair market value of \$1,165,000.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The total project costs are approximately \$1,861,678 to be funded with a HOME loan which will be presented to the Board of Commissioners of the Community Development Commission for approval. The property will be sold for its appraised value of \$1,165,000. The \$696,678 balance of the HOME loan will be used to fund a short term operating reserve and rehabilitation of the property. The loan will be evidenced by a promissory note and secured by a deed of trust, with the term of affordability enforced by a recorded Covenants, Conditions and Restrictions document, following approval as to form by County Counsel.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The LACHDC is a nonprofit public benefit corporation established in 1989. The LACHDC's purpose is to provide services to assist local governments in meeting their legal obligations for affordable housing. The LACHDC has been very successful in preserving affordability through financial restructuring of a number of affordable housing projects.

The LACHDC specializes in smaller housing sites. The Willowbrook Townhomes will be managed in tandem with the other LACHDC properties at, 2200, 2242 and 2346 E. El Segundo Boulevard, in unincorporated Willowbrook that is located within a quarter mile to obtain economies of scale.

The sale of the Site will allow for much needed rehabilitation, including interior unit painting, kitchen and bath upgrades, which may include new cabinetry, counter tops and plumbing fixtures. Security cameras and perimeter fencing will also be included. Sustainability measures will also be incorporated wherever possible.

## **ENVIRONMENTAL DOCUMENTATION**

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a)(5) and (a) (3)(ii), this project is excluded from the National Environmental Policy Act because it involves activities that will not alter existing environmental conditions. It is categorically exempt from the provisions of CEQA. The project, sale of the property to a private developer and rehabilitation which will include interior unit painting, kitchen and bath upgrades, new cabinetry, counter tops, plumbing fixtures, security cameras, and perimeter fencing, and all other associated work, is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

Honorable Housing Commissioners  
April 23, 2014  
Page 4

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This action will preserve much needed affordable housing for low-income households in unincorporated Willowbrook.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN  
Executive Director

SR:CC:cr

## Housing Authority - County of Los Angeles

April 23, 2014

TO: HOUSING COMMISSIONERS

FROM: SEAN ROGAN, Executive Director



**SUBJECT: RECOMMENDATION TO CHANGE THE BYLAWS**

I am respectfully submitting recommendations to modify the existing bylaws to clarify the expectations and protocols related to attendance requirements by members of the Commission and to make other minor administrative updates.

### **Summary of recommended changes:**

#### **Section 1.2**

Update the language to describe the Housing Authority's new seal.

#### **Section 1.3**

Update the new Alhambra headquarters address.

#### **Section 3.1**

Add ex-officio member description.

#### **Section 3.7 / Section 3.7**

This section deals with automatic terminations due to excessive absenteeism. The existing bylaws provide for automatic terminations for 5 excused or unexcused absences/tardies in a calendar year. This is not consistent with the County Code which only provides for automatic terminations when 3 *consecutive* absences occur.

The Housing Commission Board will need to consider adopting the current County Code threshold of 3 consecutive absences *or*, (as is being recommended), adopt both standards which would allow for terminations after 3 consecutive unexcused absences *or* 5 unexcused absences/tardies in a calendar year.

Include "the appointing officer" language.

#### **Section 4.1**

Delete ex officio reference.

## HOUSING COMMISSIONERS

April 23, 2014

Page 2 of 2

### Section 6.7 / Section 6.7

This section on absences and tardies needs to be revised to be consistent with Section 3.7.

In order to facilitate your review of the proposed changes, I am including the bylaws with the recommended changes highlighted in red. At our next Housing Commission meeting, please be prepared to discuss these recommendations and to vote on a revision to the bylaws.

Delete extra verbage.



## COMMISSIONERS MARCH RECOMMENDATIONS IN BLUE

**BYLAWS OF THE LOS ANGELES COUNTY  
HOUSING COMMISSION**

The Los Angeles County Housing Commission (Housing Commission) is the review and advisory body to the Board of Commissioners of the Housing Authority of the County of Los Angeles (Housing Authority). It oversees administration of the Housing Choice Voucher (Section 8) Program and residential properties owned and managed by the Housing Authority. Members are appointed and serve at the pleasure of the Los Angeles County Board of Supervisors.

The Housing Commission is a legislative body subject to the Ralph M. Brown Act (the Brown Act), Section 54950, and the California Public Records Act, Section 6250, of the Government Code. The Brown Act requires that Housing Commission agendas be posted 72 hours before each meeting and that meetings be open to the public, except closed or emergency sessions, defined in Section 6.4 and Section 6.5 of the Bylaws.

These Bylaws have been adopted by the Housing Commission and include by reference all policies and procedures that are exhibits to this document.

**INTRODUCTION 1.0**

**Section 1.1 Name of Commission:** The Housing Commission is named pursuant to Section 34291 of the Health and Safety Code and Los Angeles County Ordinance No. 82-0004.

**Section 1.2 Seal of Authority:** The seal of the Housing Authority is in the form of an inner circle depicting a family in front of a home with the words "We Build Better Lives & Better Neighborhoods" and an outside ring stating "Housing Authority County of Los Angeles."~~the County of Los Angeles' seal with an outside ring stating "Housing Authority".~~

**Section 1.3 Office of Commission:** The main office of the Housing Authority is at 700 W. Main Street, Alhambra, CA 91801.~~2 Coral Circle, Monterey Park, California 91755.~~

**DUTIES AND POWERS 2.0**

**Section 2.1 Responsibilities:** Housing Commissioners review and provide recommendations on agenda items *before* a vote of the Housing Authority Board of Commissioners. Exceptions include: matters initiated by the Board of Supervisors or Housing Authority Board of Commissioners, such as: Board motions; items expressly excluded by Board resolution; emergency matters; and items excluded based on County Counsel opinion.

The Housing Commission may also concur with agenda items *after* a vote by the Housing Authority Board of Commissioners, such as an emergency matter that could not be postponed to the next regular meeting.

Matters reviewed by the Housing Commission include: tenant concerns; contract awards; annual budgets; funding applications; housing development plans; reports and other areas of responsibility delegated by the Board.

**Section 2.2 Tenant Disputes:** The Housing Commission has the authority to hear and resolve tenant complaints and its decisions are final.

**Section 2.3 Operating Procedures:** The Housing Commission may adopt and amend operating rules (Bylaws) that include: the time and place of holding meetings; procedures for election of officers; officer responsibilities; codes of conduct; and related policies and procedures.

### COMMISSIONERS 3.0

**Section 3.1 Number of Commissioners:** The Housing Commission consists of 12 members appointed by the Board of Supervisors, per County Ordinance No. 2009-0005, adopted on February 17, 2009. Additionally, the Executive Director of the Housing Authority serves as Secretary-Treasurer and is considered an ex-officio member of the Housing Commission, but does not vote.

**Section 3.2 Non-Tenant Commissioners (5):** The five members of the Board of Supervisors each select a representative to serve on the Housing Commission. Non-Tenant Commissioners have a combination of experience and education in property acquisition, housing development, construction, financing, marketing, residential property management and related areas.

**Section 3.3 Tenant Commissioners (6):** Six Tenant Commissioners live in residential properties owned or managed by the Housing Authority, or are participants in the Section 8 Program of the Housing Authority. At least two Tenant Commissioners live in Housing Authority-owned or managed properties. Tenant Commissioners must be at least 18 years old and one must be at least 62 years old. Tenant Commissioners must show interest in serving their communities and the ability to represent tenant interests.

**Section 3.4 Homeless or Formerly Homeless Commissioner (1):** One member will be homeless or formerly homeless. There is no requirement that this individual live in Housing Authority-owned or managed property or participate in the Section 8 Program. This individual will be at least 18 years old and able to represent the interests of homeless people.

**Section 3.5 Selection and Appointment:** Housing Authority staff conducts a screening to select candidates for initial appointment and to fill vacancies for Tenant Commissioners and the Homeless or Formerly Homeless Commissioner.

The names of qualified candidates are provided to the Executive Director who reviews the qualifications of the candidates and makes a recommendation to the Board of Supervisors.

The Executive Director may also recommend second term appointments, based on satisfactory performance, without conducting another selection process. See *Exhibit A, Selection Procedures*.

Each of the five members of the Board of Supervisors selects candidates to fill initial appointments and vacancies for Non-Tenant Commissioners.

The Board of Supervisors approves all appointments by a vote taken at a scheduled meeting.

**Section 3.6 Terms:** Tenant Commissioners and Homeless and Formerly Homeless Commissioners serve for two years from the date of appointment.

Non-Tenant Commissioners serve for four years from the date of appointment.

**Section 3.7 Automatic Terminations:** Any Housing Commission member, other than an ex officio (non-voting) member, who fails to attend ~~three~~3 consecutive Commission meetings, unless excused by members of the Commission, is subject to automatic termination in accordance with Section 5.12.050 of the Los Angeles County Code, provides for the automatic termination of Housing Commission membership, other than ex officio (non-voting) members, when five excused or unexcused absences occur during one calendar year. The Secretary-Treasurer will remind members of this provision after the second consecutive absence, and advise the appointing officer. After the third consecutive absence, the Commission shall notify members and the appointing officer of the vacancy, and the appointing officer immediately shall appoint a member to fill the vacancy.~~a fourth absence in a calendar year, and advise the Board of Supervisors. See Section 6.11, Meeting Conduct, for more information on terminations.~~

Any Housing Commission member, other than an ex-officio (non-voting) member, who fails to attend and/or is tardy to five Commission meetings in a calendar year, is subject to automatic termination. The Secretary-Treasurer will remind members of this provision after the fourth absence and/or tardy in a calendar year, and advise the appointing officer. After the fifth absence or tardy, the Commission shall notify members and the appointing officer of the vacancy, and the appointing officer immediately shall appoint a member to fill the vacancy.

Tenant Commissioners who cease to reside in Housing Authority-owned or managed properties or who no longer participate in the Section 8 Program of the Housing Authority, are automatically disqualified from serving on the Housing Commission.

**Section 3.8 Vacancies:** When a vacancy occurs for any reason other than the end of a term of office, a successor is appointed to fill the unexpired term of a Non-Tenant Commissioner, Tenant Commissioner or a Homeless or Formerly Homeless Commissioner.

The Housing Authority may conduct a selection process to identify a successor, according to Section 3.5, Selection and Appointment. The Executive Director may waive conducting a new recruitment, if a qualified candidate has been identified through a recent selection process.

When a vacancy occurs for a Non-Tenant Commissioner, the appropriate member of the Board of Supervisors recommends a replacement.

All appointments to fill vacancies are approved by a vote of the Board of Supervisors at a scheduled meeting.

## **OFFICERS 4.0**

**Section 4.1 Officers:** Officers of the Housing Commission include the Chair, Vice Chair and Secretary-Treasurer. The Chair and the Vice Chair are elected by the members. The Executive Director of the Housing Authority serves as Secretary-Treasurer ~~and is an ex-officio (non-voting) member of the Housing Commission.~~

**Section 4.2 Chair:** The Chair presides at all meetings and executes documents for the Housing Commission.

**Section 4.3 Vice Chair:** In the absence of the Chair, the Vice Chair assumes the duties and responsibilities of the Chair.

**Section 4.4 Secretary-Treasurer:** The Secretary-Treasurer prepares the agendas and minutes, maintains records, issues meeting notices and performs other administrative duties for the Housing Commission.

**Section 4.5 Election of Chair and Vice Chair:** The Housing Commission at its December meeting each year or as soon as possible thereafter, elects a Chair and Vice Chair from the members.

Nominations are made by the members and a voice vote is taken. Voting may also be by secret paper ballot, if requested by one of the members. Nominees must receive a majority of votes cast by those at the meeting to be elected.

The new Chair and Vice Chair take office at the next regular meeting.

**Section 4.6 Term of Chair and Vice Chair:** The Chair and Vice Chair serve terms of one year or until the next election of officers is conducted.



If the Chair leaves office before the term expires, the Vice Chair fills the unexpired term. A new Vice Chair is elected by the members to fill the unexpired term.

If the Vice Chair cannot complete his or her term, an election is held to fill the vacancy.

## **COMPENSATION 5.0**

**Section 5.1 Meeting Attendance:** Housing Commissioners receive stipends for meetings attended, not exceeding 52 meetings in one calendar year. Mileage reimbursements are also provided for transportation related to Housing Commission duties. Reimbursement rates are set by the Board of Supervisors.

**Section 5.2 Travel and Other Reimbursements:** Traveling on Housing Commission business must comply with requirements of the Board of Supervisors and Housing Authority policies. Travel must be approved in advance by the Executive Director.

Housing Commissioners are reimbursed for travel expenses needed to perform their duties. This may include conference attendance, sub-committee meetings, ceremonies and similar functions. Claims may be filed for expenses such as conference fees, transportation, meals, lodging and related expenses. See *Exhibit B, Travel Policy*.

## **MEETINGS 6.0**

**Section 6.1 Regular Meetings:** Regular meetings of the Housing Commission are held the fourth Wednesday of each month at noon. Meetings are open to the public, except closed sessions (defined below).

**Section 6.2 Adjourned Meetings:** The Housing Commission may adjourn any meeting to a time and place specified in the order of the adjournment, in accordance with the Brown Act.

**Section 6.3 Special Meetings:** Special meetings may be called by the Chair or by a majority of the members, in accordance with the Brown Act.

**Section 6.4 Closed Sessions:** Closed sessions may be called by the Chair to discuss personnel matters, pending legislation, real estate transactions and other sensitive subjects. Closed sessions are subject to Brown Act requirements.

**Section 6.5 Emergency Sessions:** Emergency sessions may be called by the Chair to address unforeseen events such as natural disasters, civil unrest and other emergencies. Brown Act requirements will be carried out as soon as possible following the unforeseen event that resulted in the emergency session.

**Section 6.6 Time and Place:** Meetings are held at a time and place convenient to most Housing Authority constituents and in a public room large enough to accommodate the number of people who are reasonably expected to attend.

**Section 6.7 Absences and Tardiness:** Attendance at Housing Commission meetings is the duty of each member in order to fully engage in conducting Housing Authority business. It is also expected that Housing Commission members arrive on time for meetings and other official functions in order not to disrupt the proceedings.

~~Housing Commission members who are excessively absent or tardy are subject to Section 3.7 Automatic Terminations, of the Bylaws of the Los Angeles County Housing Commission.~~

~~A majority of members of the Housing Commission may adopt motions to impose penalties on members who are excessively absent or tardy. Penalties will be in accordance with the Housing Commission's *Meeting Conduct Policy, Section III, Penalties for Inappropriate Behavior.*~~

**Section 6.8 Public Notices:** Notices of regular, adjourned, special meetings and closed sessions must be published no later than 72 hours before the meeting to comply with the Brown Act. Notices must be posted on the Housing Authority website and at its administrative offices. Notices may also be included in information provided to constituents.

**Section 6.9 Public Comments at Meetings:** Meetings are open to the public, except closed sessions (defined above). The public may address the Housing Commission on agenda items by making a request to the Secretary-Treasurer before the meeting is called to order. The Chair may limit discussion on any item, depending on the number of people who request to speak and the length and complexity of the agenda.

**Section 6.10 Manner of Voting:** A majority of members must be present for a vote to be taken. Voting is by voice vote, unless a ballot vote is requested by a member.

Roll call votes are not required unless prescribed by law or requested by a member. Inaudible roll call votes are recorded as "aye" votes.

**Section 6.11 Meeting Conduct:** Everyone present at a meeting must conduct themselves in a manner that does not impede the orderly progress of Housing Commission business. Standards for appropriate meeting conduct apply to Commissioners, guests, members of the public and staff. See *Exhibit C, Meeting Conduct*.

## **FINANCIAL DISCLOSURES 7.0**

**Section 7.1 Economic Interests:** The State of California Government Code, Section 8100 of the Political Reform Act, requires Housing Commissioners to file statements of economic interest by April 1<sup>st</sup> of each year.



**Section 7.2 Conflicts of Interest:** The Housing Commission complies with conflict of interest requirements of the Political Reform Act and the California Code of Regulations, Section 18730, and any related amendments adopted by the Fair Political Practices Commission. The Housing Commission also complies with its adopted Conflict of Interest Policy, provided as Exhibit D.

## **AMENDMENTS TO BYLAWS 8.0**

**Section 8.1 Amendments to Bylaws:** The Bylaws of the Housing Commission can only be amended by approval of two-thirds of the members at a regular or special meeting.

## **QUORUM 9.0**

**Section 9.1 Quorum:** A quorum consists of a majority of the sitting Housing Commissioners. If there are vacancies on the Housing Commission, a majority of the active members must be present to conduct a meeting.

## **COMMITTEES 10.0**

**Section 10.1 Ad Hoc Committees:** The Chair may create ad hoc committees to carry out temporary responsibilities for a limited time.

**Section 10.2 Standing Committees:** The Chair may appoint standing committees when there is a continuing need to oversee certain areas, such as finance and programs. Standing committees provide regular reports to the committee of the whole. They are subject to Brown Act requirements.

END OF BYLAWS

~~Adopted June 20, 2003; Last Revision April 2010~~

~~Housingcommissionbylaws-rev4-2010~~

~~BYLAWS OF THE LOS ANGELES COUNTY~~

~~HOUSING COMMISSION~~

Revised April 28, 2010

## **EXHIBIT A**

### **PROCEDURES FOR SELECTION AND APPOINTMENT OF TENANT AND HOMELESS COMMISSIONERS TO COUNTY HOUSING COMMISSION**

#### **I. PURPOSE**

The purpose of the Los Angeles County Housing Commission (Housing Commission) is to serve as the advisory body to the Board of Commissioners of the Los Angeles County Housing Authority.

The Housing Commission consists of 12 members. Each of the five members of the County Board of Supervisors (the Board) selects one individual to serve as a Non-Tenant Commissioner. There are also six Tenant Commissioners and one Homeless or Formerly Homeless Commissioner. All Housing Commissioners are appointed by and serve at the pleasure of the Board.

The following describes procedures for the selection and appointment of Tenant Commissioners and the Homeless or Formerly Homeless Commissioner.

#### **II. TENANT COMMISSIONER ELIGIBILITY**

Tenant Commissioners must live in Housing Authority-owned or managed properties or participate in the Housing Choice Voucher (Section 8) Program. At least two Tenant Commissioners will live in Housing Authority-owned or managed properties.

Tenant Commissioners must be at least 18 years old. One must be at least 62 years old, if there is a qualified resident of this age available to serve.

Tenant Commissioners must be housing program participants in good standing. They will have showed interest in serving their communities and the ability to represent tenant interests.

#### **III. HOMELESS OR FORMERLY HOMELESS COMMISSIONER ELIGIBILITY**

Individuals who are homeless or formerly homeless may serve on the Housing Commission. They may be participants in homeless assistance programs administered by the Housing Authority, receive help from other public agencies or receive no assistance. There is no requirement that they live in Housing Authority-owned or managed properties or participate in the Section 8 Program.

Individuals who serve as a Homeless or Formerly Homeless Commissioner satisfy the requirements of the Housing Authority's Shelter Plus Care Program.

The Homeless or Formerly Homeless Commissioner will be at least 18 years old and have the ability to represent the interests of homeless people.

#### **IV. RECRUITMENT ANNOUNCEMENTS**

The Housing Authority will announce Housing Commission vacancies by including notices on the agency website and tenant newsletters, posting notices on bulletin boards at administrative offices and housing sites, and using other means to reach the desired populations.

If a vacancy exists for a Homeless or Formerly Homeless Commissioner, notices will be sent to agencies that provide homeless assistance. Homeless programs administered by the Housing Authority may also refer candidates.

Announcements will be mailed to tenants at Housing Authority-owned or managed properties and to Section 8 participants. The mailing will provide information about the Housing Authority, duties of the Housing Commissioners and instructions on how to apply.

#### **V. APPLICATION PROCESS**

A special telephone line will be established for applicants to call to request application packages. The packages will include a cover letter explaining the process, a description of duties and responsibilities, an application and return envelope.

The completed application and one letter of recommendation must be returned to the Housing Authority by the deadline stated in the telephone announcement and printed materials. The telephone number of the person making the recommendation must be included.

Housing Authority staff will screen the applications for accuracy, completeness, appropriate background and experience. Staff will also verify the status of persons applying to serve as a Homeless or Formerly Homeless Commissioner by calling or requesting a statement in writing from a shelter provider, case worker or other reliable source. Qualified applicants may be invited for interviews by a Selection Committee.

If no qualified applicants are identified or if no applications are received, the Housing Authority will start a new recruitment process.

## VI. SELECTION COMMITTEE

The Executive Director will appoint a five-member Selection Committee, which may consist of the following: Non-Tenant Housing Commissioner; Resident Council Officer or Tenant Advisory Board Member; Housing Authority Property Supervisor; and a County Chief Executive Office representative.

The Selection Committee will interview and evaluate each candidate, using an evaluation form with categories that help determine the individual's ability to fulfill the duties and responsibilities of the position. These categories may include: quality of responses to interview questions; participation in community activities; leadership activities or responsible positions held; ability to participate in daytime meetings; and other related experience and qualifications.

Housing Authority staff will collect the evaluation forms and rank the candidates according to the ratings assigned by the Selection Committee. **Qualified candidates may be subject to criminal background checks.**

The names of candidates with satisfactory backgrounds will be submitted to the Executive Director, in ranked order based on their qualifications.

The Executive Director will send a memorandum to the Board providing the names of candidates being recommended for appointment. A copy will also be sent to the Executive Office of the Board to facilitate the appointment process.

## VII. APPOINTMENTS, TERMS OF OFFICE AND VACANCIES

Unless a Board member objects to a candidate, the Executive Office of the Board will schedule approval of the appointment(s) on a Board agenda.

Tenant Commissioners and Homeless or Formerly Homeless Commissioners serve two-year terms from the date of appointment.

All vacancies are filled by Board appointment. When a term expires, a successor is appointed for two-years. If a vacancy occurs for reasons other than an expired term, a successor is appointed for the remainder of the term.

### END OF SELECTION PROCEDURES

Adopted November 6, 2001; Last Revision April 2010

housing commissioners-selectionpro-4-2010



## **EXHIBIT B**

### **LOS ANGELES COUNTY HOUSING COMMISSION TRAVEL POLICY**

#### **I. PURPOSE**

This policy provides guidelines for travel by Housing Commissioners when conducting Housing Commission business. It defines permissible travel and describes procedures for travel requests and approvals, travel arrangements and reimbursements.

The *Los Angeles County Code, Section 2.75.080, Expenses*, allows Housing Commissioners to be reimbursed for travel expenses related to their duties. The Board of Supervisors (the Board) sets the standards for permissible travel and reimbursements, which are subject to change.

The Executive Director of the Housing Authority administers travel policies approved by the Board and adopted by the Housing Authority. The Housing Authority Executive Office makes travel arrangements and assists with reconciling expenses.

#### **II. PERMISSIBLE TRAVEL**

Housing Commissioners are reimbursed for travel expenses related to Housing Commission business.

Travel for Housing Commission Meetings: Honoraria and mileage reimbursements are provided for each Housing Commission meeting attended. The Housing Authority Executive Office processes monthly reimbursements, based on rates approved by the Board.

Other Travel for the Housing Commission: The Executive Director must approve in advance all non-routine travel by Housing Commissioners. Non-routine travel is in addition to attendance at regular and special meetings of the Housing Commission. It may include travel to attend conferences, workshops, legislative hearings and similar functions.

The Housing Authority Executive Office makes travel arrangements, helps reconcile expenses after each trip and processes reimbursements and refunds due the Housing Commissioners or Housing Authority.

### III. TRAVEL ARRANGEMENTS

The Housing Authority Executive Office arranges conference registrations, airline tickets, rental cars, hotel reservations, travel advances and other trip-related needs. Housing Commissioners may request permission from the Executive Director to make their own travel arrangements and submit receipts to the Executive Office at the end of each trip.

Travel costs may not exceed limits set by the Board. Corporate rates will be used, if available.

Travel Expenses: Travel reimbursement rates are published by the Board and are available from the Housing Authority Executive Office.

Travel Advances: The Housing Authority Executive Office arranges travel advances for out-of-pocket expenses, including meals, lodging, transportation and other costs not pre-paid by the Housing Authority. Travel advance amounts are set by the Board.

### IV. TRAVEL EXPENSE RECONCILIATION

The Housing Authority Executive Office will help Housing Commissioners reconcile expenses following each trip.

Travel Expense Reconciliation: Within **five** days of returning from an approved trip, a Housing Commissioner submits original travel receipts to the Housing Authority Executive Office. The Housing Authority Executive Office prepares a Travel Expense Report, and determines the reimbursement due the Housing Commissioner or the amount due the Housing Authority if the travel advance is greater than the expenses.

The Housing Authority Executive Office sends the Travel Expense Report to the Housing Commissioner for signature. If money is due the Housing Authority, the Housing Commissioner will send back a check, payable to the "Housing Authority of the County of Los Angeles" within **five** days of receiving the Travel Expense Report.

The Housing Commissioner's signature on the Travel Expense Report certifies that claimed expenses are for Housing Commission business. Only legitimate travel expenses can be claimed, such as meals, taxi fares and related costs. Refunds will not be made for souvenirs, dry cleaning and expenses not directly related to the purpose of the trip.

If the Housing Authority Executive Office does not receive original receipts or the refund check as requested, the Housing Authority at the end of the

calendar year will issue Internal Revenue Service Form 1099-MISC (Miscellaneous Income) for the amount of the travel advance.

## **V. TRAVEL BY PERSONAL VEHICLE**

Housing Commissioners may use personal cars and receive mileage refunds for approved travel. Mileage reimbursements will not be provided for expenses exceeding the cost of air or train fare to the same destination. Reimbursement rates are set by the Board.

The following minimum driving standards must be met to drive on Commission business.

1. **Proof of Automobile Liability Insurance:** At the time of initial appointment and annually thereafter, Housing Commissioners will provide the Housing Authority Executive Office with proof of automobile insurance coverage that meets the minimum coverage required by State of California Financial Responsibility Laws.
2. **Valid California Driver's License:** Housing Commissioners must possess a valid California Driver's License.
3. **Compliance with Laws:** Housing Commissioners must comply with all State and local laws, including those requiring the use of seat belts while driving and hands free cellular telephone use.
4. **Satisfactory California Department of Motor Vehicles (DMV) Record:** Housing Commissioners must have a driving record that meets DMV driving requirements.

Housing Commissioners will immediately notify the Housing Authority Executive Office of changes in driver's license status or insurance that could negatively impact the Housing Authority. This includes cancellation of insurance, driver's license suspension or revocation, arrest for driving under the influence of alcohol or illegal substances and other circumstances that increase risk or affect the person's ability to drive legally as permitted by the DMV.

**Mileage and Parking Reimbursements:** The Housing Authority Executive Office processes mileage and parking refunds according to rates approved by the Board. The Housing Authority Executive Office calculates mileage using the Internet to establish distance, and processes monthly refunds for meeting attendance. Refunds for attendance at special meetings and events must be in writing and require receipts.

Use of Cellular Telephones: Housing Commissioners will not use cellular telephones while driving on Housing Commission business. They must pull over to a safe location or use cellular hands-free equipment, as required by law.

Housing Commissioners should read the cellular telephone owner's manual for safety instructions, such as not placing cellular telephone equipment near air bags.

Housing Commissioners are responsible for cellular telephone charges, unless the calls are for Housing Commission business and the purpose of the calls can be verified.

See Section VI, Travel by Rental Car, for more information.

## **VI. TRAVEL BY RENTAL CAR**

Rental cars can be used on Housing Commission business when necessary, such as when traveling out-of-town and a car is needed to attend a meeting. Costs should not exceed other forms of transportation such as taxis, airport limousines and airport shuttles.

Rental Car Arrangements: When necessary, the Housing Authority Executive Office will reserve a rental car as part of the trip arrangements. Housing Commissioners may request permission from the Executive Director if they plan to make their own rental car arrangements and submit receipts at the end of the trip.

Cellular Telephone and Global Positioning System (GPS) Equipment: Renting cars with cellular telephones is not allowed, unless provided at no extra cost. Housing Commissioners will be responsible for cellular telephone charges, unless the calls can be verified as Housing Commission-related. Cars with GPS equipment may be rented, as necessary for convenience and safety.

Car Size and Upgrades: When traveling alone, only mid-size or smaller cars should be rented. The rental can be upgraded one level when: two or more authorized passengers are traveling together; there is no extra cost; or when there is a medical reason, such as a driver or passenger with a disability.

When picking up the rental car, Housing Commissioners should check for any promotional rates, last-minute specials or free upgrades that could reduce the cost. Corporate rates should be used when available.

Rental Car Inspections and Accidents: Before a rental car is accepted, the Housing Commissioner should inspect it and note any damage in writing on the contract. If there is an accident, the Housing Commissioner should immediately contact the Housing Authority Executive Office and the rental car company. Local authorities must be notified of any accident, no matter how minor the damage.

***Rental Car Insurance: When renting a car for Housing Commission business, both Collision Waiver Insurance and Automobile Liability Insurance, up to the highest limits available, should be purchased from the rental car company. If a rental car company does not offer automobile liability insurance, the Executive Director must give advance approval to use such a company.***

## VII. TRAVEL BY AIRLINE

Airlines may be used for approved Housing Commission travel.

Airline Arrangements: The Housing Authority Executive Office arranges for approved airline travel. Housing Commissioners may request permission from the Executive Director to buy their own tickets and submit receipts at the end of the trip. Expenses cannot exceed Board-approved limits.

Reservations should be made as early as possible to take advantage of purchase discounts. Care should be taken to book flights that meet the ***lowest logical cost*** standard, considering interim stops, changing planes, and other cost factors. The ***lowest logical cost*** is defined as the most economical cost that will not result in great inconvenience or hardship for the traveler, such as long departure or arrival delays.

When the amount of cost savings for airfare is \$75 or more, travelers should review the following parameters to ensure that the ***lowest logical cost*** standard has been met, before booking the flight:

- a. routing requires no more than one additional interim stop or change of planes each way;
- b. routing does not increase the one-way total elapsed trip time (origin to destination) by more than **one** hour;
- c. departure and arrival time is not more than **two** hours before or after the requested time;
- d. there are no alternate airports for arrival or departure.

The following should also be considered when seeking the lowest rate that still meets the traveler's needs: special negotiated fares; non-refundable fares; penalty fares; Saturday night stay-overs; advance purchase fares; connecting and non-stop flights; off-peak flights; alternate airports; promotional/bulk fares; lower cost carriers; and Internet specials.

Coach Class and Upgrades: All air travel must be in coach class. Upgrades at the expense of the Housing Authority are not allowed, unless necessary to avoid long delays or stopovers, or for other reasons approved by the Executive Director. Housing Commissioners may upgrade seating, at their own expense.

Ground Transportation To and From Terminals: Housing Commissioners traveling to the same location should share ground transportation to and from the airport whenever possible. The most economical transportation should be used to and from airports and rail terminals, including buses, subways, taxis, hotel and airport shuttle services, and personal or rented cars.

***Housing Commissioners may hire a limousine for transportation; however, they will be required to pay the difference between the cost of the limousine and more economical forms of transportation.***

***Frequent Flyer Miles: Housing Commissioners may keep frequent flyer program benefits earned while traveling on Housing Commission business. However, participation in these programs must not influence flight selection that would result in incremental costs to the Housing Authority beyond the lowest available airfare, as defined in this policy under Airline Arrangements, above.***

## VIII. TRAVEL BY TRAIN

The Housing Authority Executive Office arranges train travel when the cost does not exceed coach airfare for the same destination, based on rates approved by the Board. Housing Commissioners may request permission from the Executive Director to make their own arrangements and submit receipts at the end of the trip.

### END OF TRAVEL POLICY

Adopted March 23, 2005; Last Revision April 2010

hc-travel policy-rev4-2010



## **EXHIBIT C**

### **LOS ANGELES COUNTY HOUSING COMMISSION MEETING CONDUCT POLICY**

#### **I. PURPOSE**

This policy provides guidelines for acceptable conduct at Housing Commission meetings. It applies to Housing Commissioners, guests, members of the public and staff.

#### **II. INAPPROPRIATE BEHAVIOR**

Inappropriate behavior includes: contemptuous or insolent acts toward the Housing Commissioners, staff, guests, the public or others present at a meeting; a breach of the peace, such as boisterous or violent conduct; disobedience of any lawful order of the Chair, such as an order to be seated or to refrain from addressing the Housing Commission and others; any other interference with a meeting.

#### **III. PENALTIES FOR INAPPROPRIATE BEHAVIOR**

When inappropriate behavior occurs, the Chair may call the disruptive person to order, including giving an order for the person to be seated, to refrain from addressing the Housing Commission and others present, or to leave the meeting.

In order to penalize a Housing Commissioner for misbehavior, a majority of the Housing Commission must vote on a motion to impose the penalty. The motion may: instruct the member to apologize; instruct the member to leave for the rest of the meeting; censure the member; recommend that the Board of Supervisors suspend the member's rights for a time; or recommend the member be expelled from the Housing Commission.

Anyone can be removed from the meeting room because of inappropriate behavior. The Chair has the power to remove a non-member, and this person has no right to appeal the decision. A majority vote of the Housing Commission is required to remove a Housing Commissioner from the meeting room for inappropriate behavior.

The Housing Commission may vote to censure a member, the purpose of which is to warn the member that if certain behavior continues, the next step will be to recommend expulsion of the member to the Board of Supervisors. The Board of Supervisors will make the final determination on whether the offending member remains in office.

#### IV. CELLULAR PHONES AND OTHER EQUIPMENT

Electronic and other equipment are not permitted at Housing Commission meetings if they disrupt the conduct of business. Cellular phones are only allowed if they remain in "silent mode" during the meeting. Other equipment, such as cameras and recording equipment are allowed, if not disruptive. Improper use of electronic and other equipment may result in removal from the meeting or other penalties described in *Section III, Penalties for Inappropriate Behavior*.

#### END OF MEETING CONDUCT POLICY

Adopted July 28, 2004; Last Revision April 2010

hc-meeting conduct policy-rev4-2010

## **EXHIBIT D**

### **LOS ANGELES COUNTY HOUSING COMMISSION CONFLICT OF INTEREST POLICY**

#### **I. PURPOSE**

This policy provides guidelines to help ensure that members of the Housing Commission do not engage in or attempt to influence any Housing Commission decision in which he or she has personal financial interest.

This policy complies with the Political Reform Act (Government Code, Section 81000, *et seq*) which requires that state and local government agencies adopt conflict of interest codes. It also complies with 2 California Code of Regulations, Section 18730, and all related amendments adopted by the Fair Political Practices Commission of the State of California.

The Executive Director of the Housing Authority oversees this policy. The Housing Authority's Human Resources Unit is responsible for collecting and filing the conflict of interest documents required by the Board of Supervisors (the Board) from each Housing Commissioner.

#### **II. PROHIBITED BEHAVIOR**

Government Code, Section 87100, states: "No public official at any level of state or local Government shall make, participate in making or in any way attempt to use his official position to influence a government decision in which he knows or has reason to know he has a financial interest."

During the tenure of each Housing Commissioner, certain actions are prohibited to avoid conflicts of interest. Prohibited behavior includes, but is not limited to the following:

- a. Engaging in private employment or delivering services for private interests which may interfere with the proper performance of official duties, or which give the appearance that independent judgment or actions in the performance of official duties would be impaired.
- b. Without legal authorization, using official influence, the insignia of the office, disclosing information (either confidential or not generally known or readily available to the public), about the property, government or business of the Housing Authority to further or influence any private financial interest.

- c. Appearing on behalf of or trying to influence any agency, committee or official body of the Housing Authority to benefit any private financial interest, except for appearances as a member of the public for self-representation on matters involving his or her personal interests.
- d. Knowingly participating in any Housing Authority decision that could impact his or her personal financial interests, except in cases where the decision generally applies to all or a significant portion of the public or Housing Authority residents or participants.
- e. Soliciting or accepting, directly or indirectly any gift, gratuity, favor, discount not available to members of the public, entertainment, loan or other things of value, from any organization or individual doing business with the Housing Authority.

Examples of conflicts of interest include: committing to a vendor to cast a vote approving a Housing Authority contract award in exchange for gifts, gratuities or other benefit provided by the vendor to the Housing Commissioner; trying to influence a Housing Authority employee to provide a favorable property inspection report, when the Housing Commissioner has an interest in the property.

### **III. PROCEDURES TO AVOID CONFLICTS OF INTEREST**

The Housing Authority's Human Resources Unit each year sends to each Housing Commissioner a copy of the *Statement of Economic Interests Form 700 (Form 700)*. The form is completed by each Housing Commissioner to disclose conflict of interest information. The Housing Authority Executive Office collects and submits the completed forms to the Executive Office of the Board by the requested deadline.

#### **a. Requirements for Filing *Form 700***

Each year, the Housing Authority Executive Office provides copies of *Form 700* to each Housing Commissioner. It requests data on reportable investments, real property holdings, business positions held and income received during the prior calendar year. Completed forms are returned to the Housing Authority Executive Office by the requested deadline.

Housing Commissioners appointed at other times during the year will receive *Form 700* as part of the appointment process. Housing Commissioners who resign or who reach the end of their terms of office must file a Leaving Office Statement, required by the Fair Political Practices Commission.

The Board may impose a fine on Housing Commissioners who failure to complete and return *Form 700*, as requested.

***Housing Commissioners are responsible for reporting to the Executive Director any significant changes that occur after filing Form 700. Notice of changes should be provided within 15 days of the time they occur or as soon as possible. Housing Commissioners should contact the Executive Director if clarification is needed about what constitutes a significant change. The Board may remove a member from the Housing Commission for knowingly failing to report or concealing significant changes.***

b. Voting on Housing Authority Matters

Housing Commissioners must not knowingly participate or try to influence any Housing Authority decision that could impact his or her personal financial interests or result in other personal benefit, except for decisions that apply in a similar way to all or a significant portion of the public, or Housing Authority residents or participants. On learning of a possible conflict, the Housing Commissioner must make the facts known to the Executive Director.

In some situations, a Housing Commissioner may have to publicly announce his or her financial interest, refrain from any Housing Authority discussion of the item, and leave the meeting room while the item is discussed. However, this does not prevent the Housing Commissioner from addressing the Housing Commission as a member of the public.

If a Housing Commissioner excuses himself or herself from a vote because of a conflict of interest, the member cannot be counted as part of the meeting quorum. If the excused Housing Commissioner is necessary for a quorum, the Housing Commission must postpone voting on the item until there is a quorum of members without conflicts of interest related to the subject matter.

#### IV. VIOLATIONS

Violations of this *Conflict of Interest Policy* may be pursued at the discretion of the Board and the Fair Political Practices Commission.

#### END OF CONFLICT OF INTEREST POLICY

Adopted April 28, 2004; Last Revision April 2010

hc-conflict of interest policy-rev4-2010

## **BYLAWS OF THE LOS ANGELES COUNTY HOUSING COMMISSION**

The Los Angeles County Housing Commission (Housing Commission) is the review and advisory body to the Board of Commissioners of the Housing Authority of the County of Los Angeles (Housing Authority). It oversees administration of the Housing Choice Voucher (Section 8) Program and residential properties owned and managed by the Housing Authority. Members are appointed and serve at the pleasure of the Los Angeles County Board of Supervisors.

The Housing Commission is a legislative body subject to the Ralph M. Brown Act (the Brown Act), Section 54950, and the California Public Records Act, Section 6250, of the Government Code. The Brown Act requires that Housing Commission agendas be posted 72 hours before each meeting and that meetings be open to the public, except closed or emergency sessions, defined in Section 6.4 and Section 6.5 of the Bylaws.

These Bylaws have been adopted by the Housing Commission and include by reference all policies and procedures that are exhibits to this document.

### **INTRODUCTION 1.0**

**Section 1.1 Name of Commission:** The Housing Commission is named pursuant to Section 34291 of the Health and Safety Code and Los Angeles County Ordinance No. 82-0004.

**Section 1.2 Seal of Authority:** The seal of the Housing Authority is in the form of an inner circle depicting a family in front of a home with the words "We Build Better Lives & Better Neighborhoods" and an outside ring stating "Housing Authority County of Los Angeles."

**Section 1.3 Office of Commission:** The main office of the Housing Authority is at 700 W. Main Street, Alhambra, CA 91801.

### **DUTIES AND POWERS 2.0**

**Section 2.1 Responsibilities:** Housing Commissioners review and provide recommendations on agenda items *before* a vote of the Housing Authority Board of Commissioners. Exceptions include: matters initiated by the Board of Supervisors or Housing Authority Board of Commissioners, such as: Board motions; items expressly excluded by Board resolution; emergency matters; and items excluded based on County Counsel opinion.



The Housing Commission may also concur with agenda items *after* a vote by the Housing Authority Board of Commissioners, such as an emergency matter that could not be postponed to the next regular meeting.

Matters reviewed by the Housing Commission include: tenant concerns; contract awards; annual budgets; funding applications; housing development plans; reports and other areas of responsibility delegated by the Board.

**Section 2.2 Tenant Disputes:** The Housing Commission has the authority to hear and resolve tenant complaints and its decisions are final.

**Section 2.3 Operating Procedures:** The Housing Commission may adopt and amend operating rules (Bylaws) that include: the time and place of holding meetings; procedures for election of officers; officer responsibilities; codes of conduct; and related policies and procedures.

### **COMMISSIONERS 3.0**

**Section 3.1 Number of Commissioners:** The Housing Commission consists of 12 members appointed by the Board of Supervisors, per County Ordinance No. 2009-0005, adopted on February 17, 2009. Additionally, the Executive Director of the Housing Authority serves as Secretary-Treasurer and is considered an ex-officio member of the Housing Commission, but does not vote.

**Section 3.2 Non-Tenant Commissioners (5):** The five members of the Board of Supervisors each select a representative to serve on the Housing Commission. Non-Tenant Commissioners have a combination of experience and education in property acquisition, housing development, construction, financing, marketing, residential property management and related areas.

**Section 3.3 Tenant Commissioners (6):** Six Tenant Commissioners live in residential properties owned or managed by the Housing Authority, or are participants in the Section 8 Program of the Housing Authority. At least two Tenant Commissioners live in Housing Authority-owned or managed properties. Tenant Commissioners must be at least 18 years old and one must be at least 62 years old. Tenant Commissioners must show interest in serving their communities and the ability to represent tenant interests.

**Section 3.4 Homeless or Formerly Homeless Commissioner (1):** One member will be homeless or formerly homeless. There is no requirement that this individual live in Housing Authority-owned or managed property or participate in the Section 8 Program. This individual will be at least 18 years old and able to represent the interests of homeless people.

**Section 3.5 Selection and Appointment:** Housing Authority staff conducts a screening to select candidates for initial appointment and to fill vacancies for Tenant Commissioners and the Homeless or Formerly Homeless Commissioner.

The names of qualified candidates are provided to the Executive Director who reviews the qualifications of the candidates and makes a recommendation to the Board of Supervisors.

The Executive Director may also recommend second term appointments, based on satisfactory performance, without conducting another selection process. See *Exhibit A, Selection Procedures*.

Each of the five members of the Board of Supervisors selects candidates to fill initial appointments and vacancies for Non-Tenant Commissioners.

The Board of Supervisors approves all appointments by a vote taken at a scheduled meeting.

**Section 3.6 Terms:** Tenant Commissioners and Homeless and Formerly Homeless Commissioners serve for two years from the date of appointment.

Non-Tenant Commissioners serve for four years from the date of appointment.

**Section 3.7 Automatic Terminations:** Any Housing Commission member, other than an ex officio (non-voting) member, who fails to attend three consecutive Commission meetings, unless excused by members of the Commission, is subject to automatic termination in accordance with Section 5.12.050 of the Los Angeles County Code. The Secretary-Treasurer will remind members of this provision after the second consecutive absence, and advise the appointing officer. After the third consecutive absence, the Commission shall notify members and the appointing officer of the vacancy, and the appointing officer immediately shall appoint a member to fill the vacancy.

Any Housing Commission member, other than an ex-officio (non-voting) member, who fails to attend and/or is tardy to five Commission meetings in a calendar year, is subject to automatic termination. The Secretary-Treasurer will remind members of this provision after the fourth absence and/or tardy in a calendar year, and advise the appointing officer. After the fifth absence or tardy, the Commission shall notify members and the appointing officer of the vacancy, and the appointing officer immediately shall appoint a member to fill the vacancy.

Tenant Commissioners who cease to reside in Housing Authority-owned or managed properties or who no longer participate in the Section 8 Program of the Housing Authority, are automatically disqualified from serving on the Housing Commission.

**Section 3.8 Vacancies:** When a vacancy occurs for any reason other than the end of a term of office, a successor is appointed to fill the unexpired term of a Non-Tenant Commissioner, Tenant Commissioner or a Homeless or Formerly Homeless Commissioner.

The Housing Authority may conduct a selection process to identify a successor, according to Section 3.5, Selection and Appointment. The Executive Director may waive conducting a new recruitment, if a qualified candidate has been identified through a recent selection process.

When a vacancy occurs for a Non-Tenant Commissioner, the appropriate member of the Board of Supervisors recommends a replacement.

All appointments to fill vacancies are approved by a vote of the Board of Supervisors at a scheduled meeting.

## **OFFICERS 4.0**

**Section 4.1 Officers:** Officers of the Housing Commission include the Chair, Vice Chair and Secretary-Treasurer. The Chair and the Vice Chair are elected by the members. The Executive Director of the Housing Authority serves as Secretary-Treasurer.

**Section 4.2 Chair:** The Chair presides at all meetings and executes documents for the Housing Commission.

**Section 4.3 Vice Chair:** In the absence of the Chair, the Vice Chair assumes the duties and responsibilities of the Chair.

**Section 4.4 Secretary-Treasurer:** The Secretary-Treasurer prepares the agendas and minutes, maintains records, issues meeting notices and performs other administrative duties for the Housing Commission.

**Section 4.5 Election of Chair and Vice Chair:** The Housing Commission at its December meeting each year or as soon as possible thereafter, elects a Chair and Vice Chair from the members.

Nominations are made by the members and a voice vote is taken. Voting may also be by secret paper ballot, if requested by one of the members. Nominees must receive a majority of votes cast by those at the meeting to be elected.

The new Chair and Vice Chair take office at the next regular meeting.

**Section 4.6 Term of Chair and Vice Chair:** The Chair and Vice Chair serve terms of one year or until the next election of officers is conducted.

If the Chair leaves office before the term expires, the Vice Chair fills the unexpired term. A new Vice Chair is elected by the members to fill the unexpired term.

If the Vice Chair cannot complete his or her term, an election is held to fill the vacancy.

## COMPENSATION 5.0

**Section 5.1 Meeting Attendance:** Housing Commissioners receive stipends for meetings attended, not exceeding 52 meetings in one calendar year. Mileage reimbursements are also provided for transportation related to Housing Commission duties. Reimbursement rates are set by the Board of Supervisors.

**Section 5.2 Travel and Other Reimbursements:** Traveling on Housing Commission business must comply with requirements of the Board of Supervisors and Housing Authority policies. Travel must be approved in advance by the Executive Director.

Housing Commissioners are reimbursed for travel expenses needed to perform their duties. This may include conference attendance, sub-committee meetings, ceremonies and similar functions. Claims may be filed for expenses such as conference fees, transportation, meals, lodging and related expenses. See *Exhibit B, Travel Policy*.

## MEETINGS 6.0

**Section 6.1 Regular Meetings:** Regular meetings of the Housing Commission are held the fourth Wednesday of each month at noon. Meetings are open to the public, except closed sessions (defined below).

**Section 6.2 Adjourned Meetings:** The Housing Commission may adjourn any meeting to a time and place specified in the order of the adjournment, in accordance with the Brown Act.

**Section 6.3 Special Meetings:** Special meetings may be called by the Chair or by a majority of the members, in accordance with the Brown Act.

**Section 6.4 Closed Sessions:** Closed sessions may be called by the Chair to discuss personnel matters, pending legislation, real estate transactions and other sensitive subjects. Closed sessions are subject to Brown Act requirements.

**Section 6.5 Emergency Sessions:** Emergency sessions may be called by the Chair to address unforeseen events such as natural disasters, civil unrest and other emergencies. Brown Act requirements will be carried out as soon as possible following the unforeseen event that resulted in the emergency session.

**Section 6.6 Time and Place:** Meetings are held at a time and place convenient to most Housing Authority constituents and in a public room large enough to accommodate the number of people who are reasonably expected to attend.

**Section 6.7 Absences and Tardiness:** Attendance at Housing Commission meetings is the duty of each member in order to fully engage in conducting Housing Authority business. It is also expected that Housing Commission members arrive on time for meetings and other official functions in order not to disrupt the proceedings.

Housing Commission members who are excessively absent or tardy are subject to Section 3.7 Automatic Terminations.

**Section 6.8 Public Notices:** Notices of regular, adjourned, special meetings and closed sessions must be published no later than 72 hours before the meeting to comply with the Brown Act. Notices must be posted on the Housing Authority website and at its administrative offices. Notices may also be included in information provided to constituents.

**Section 6.9 Public Comments at Meetings:** Meetings are open to the public, except closed sessions (defined above). The public may address the Housing Commission on agenda items by making a request to the Secretary-Treasurer before the meeting is called to order. The Chair may limit discussion on any item, depending on the number of people who request to speak and the length and complexity of the agenda.

**Section 6.10 Manner of Voting:** A majority of members must be present for a vote to be taken. Voting is by voice vote, unless a ballot vote is requested by a member.

Roll call votes are not required unless prescribed by law or requested by a member. Inaudible roll call votes are recorded as "aye" votes.

**Section 6.11 Meeting Conduct:** Everyone present at a meeting must conduct themselves in a manner that does not impede the orderly progress of Housing Commission business. Standards for appropriate meeting conduct apply to Commissioners, guests, members of the public and staff. See *Exhibit C, Meeting Conduct*.

## **FINANCIAL DISCLOSURES 7.0**

**Section 7.1 Economic Interests:** The State of California Government Code, Section 8100 of the Political Reform Act, requires Housing Commissioners to file statements of economic interest by April 1<sup>st</sup> of each year.

**Section 7.2 Conflicts of Interest:** The Housing Commission complies with conflict of interest requirements of the Political Reform Act and the California Code of Regulations, Section 18730, and any related amendments adopted by the Fair Political Practices Commission. The Housing Commission also complies with its adopted *Conflict of Interest Policy*, provided as Exhibit D.

## **AMENDMENTS TO BYLAWS 8.0**

**Section 8.1 Amendments to Bylaws:** The Bylaws of the Housing Commission can only be amended by approval of two-thirds of the members at a regular or special meeting.

## **QUORUM 9.0**

**Section 9.1 Quorum:** A quorum consists of a majority of the sitting Housing Commissioners. If there are vacancies on the Housing Commission, a majority of the active members must be present to conduct a meeting.

## **COMMITTEES 10.0**

**Section 10.1 Ad Hoc Committees:** The Chair may create ad hoc committees to carry out temporary responsibilities for a limited time.

**Section 10.2 Standing Committees:** The Chair may appoint standing committees when there is a continuing need to oversee certain areas, such as finance and programs. Standing committees provide regular reports to the committee of the whole. They are subject to Brown Act requirements.

**END OF BYLAWS**



## **EXHIBIT A**

### **PROCEDURES FOR SELECTION AND APPOINTMENT OF TENANT AND HOMELESS COMMISSIONERS TO COUNTY HOUSING COMMISSION**

#### **I. PURPOSE**

The purpose of the Los Angeles County Housing Commission (Housing Commission) is to serve as the advisory body to the Board of Commissioners of the Los Angeles County Housing Authority.

The Housing Commission consists of 12 members. Each of the five members of the County Board of Supervisors (the Board) selects one individual to serve as a Non-Tenant Commissioner. There are also six Tenant Commissioners and one Homeless or Formerly Homeless Commissioner. All Housing Commissioners are appointed by and serve at the pleasure of the Board.

The following describes procedures for the selection and appointment of Tenant Commissioners and the Homeless or Formerly Homeless Commissioner.

#### **II. TENANT COMMISSIONER ELIGIBILITY**

Tenant Commissioners must live in Housing Authority-owned or managed properties or participate in the Housing Choice Voucher (Section 8) Program. At least two Tenant Commissioners will live in Housing Authority-owned or managed properties.

Tenant Commissioners must be at least 18 years old. One must be at least 62 years old, if there is a qualified resident of this age available to serve.

Tenant Commissioners must be housing program participants in good standing. They will have showed interest in serving their communities and the ability to represent tenant interests.

#### **III. HOMELESS OR FORMERLY HOMELESS COMMISSIONER ELIGIBILITY**

Individuals who are homeless or formerly homeless may serve on the Housing Commission. They may be participants in homeless assistance programs administered by the Housing Authority, receive help from other public agencies or receive no assistance. There is no requirement that they live in Housing Authority-owned or managed properties or participate in the Section 8 Program.

Individuals who serve as a Homeless or Formerly Homeless Commissioner satisfy the requirements of the Housing Authority's Shelter Plus Care Program.

The Homeless or Formerly Homeless Commissioner will be at least 18 years old and have the ability to represent the interests of homeless people.

#### **IV. RECRUITMENT ANNOUNCEMENTS**

The Housing Authority will announce Housing Commission vacancies by including notices on the agency website and tenant newsletters, posting notices on bulletin boards at administrative offices and housing sites, and using other means to reach the desired populations.

If a vacancy exists for a Homeless or Formerly Homeless Commissioner, notices will be sent to agencies that provide homeless assistance. Homeless programs administered by the Housing Authority may also refer candidates.

Announcements will be mailed to tenants at Housing Authority-owned or managed properties and to Section 8 participants. The mailing will provide information about the Housing Authority, duties of the Housing Commissioners and instructions on how to apply.

#### **V. APPLICATION PROCESS**

A special telephone line will be established for applicants to call to request application packages. The packages will include a cover letter explaining the process, a description of duties and responsibilities, an application and return envelope.

The completed application and one letter of recommendation must be returned to the Housing Authority by the deadline stated in the telephone announcement and printed materials. The telephone number of the person making the recommendation must be included.

Housing Authority staff will screen the applications for accuracy, completeness, appropriate background and experience. Staff will also verify the status of persons applying to serve as a Homeless or Formerly Homeless Commissioner by calling or requesting a statement in writing from a shelter provider, case worker or other reliable source. Qualified applicants may be invited for interviews by a Selection Committee.

If no qualified applicants are identified or if no applications are received, the Housing Authority will start a new recruitment process.

## **VI. SELECTION COMMITTEE**

The Executive Director will appoint a five-member Selection Committee, which may consist of the following: Non-Tenant Housing Commissioner; Resident Council Officer or Tenant Advisory Board Member; Housing Authority Property Supervisor; and a County Chief Executive Office representative.

The Selection Committee will interview and evaluate each candidate, using an evaluation form with categories that help determine the individual's ability to fulfill the duties and responsibilities of the position. These categories may include: quality of responses to interview questions; participation in community activities; leadership activities or responsible positions held; ability to participate in daytime meetings; and other related experience and qualifications.

Housing Authority staff will collect the evaluation forms and rank the candidates according to the ratings assigned by the Selection Committee. **Qualified candidates may be subject to criminal background checks.**

The names of candidates with satisfactory backgrounds will be submitted to the Executive Director, in ranked order based on their qualifications.

The Executive Director will send a memorandum to the Board providing the names of candidates being recommended for appointment. A copy will also be sent to the Executive Office of the Board to facilitate the appointment process.

## **VII. APPOINTMENTS, TERMS OF OFFICE AND VACANCIES**

Unless a Board member objects to a candidate, the Executive Office of the Board will schedule approval of the appointment(s) on a Board agenda.

Tenant Commissioners and Homeless or Formerly Homeless Commissioners serve two-year terms from the date of appointment.

All vacancies are filled by Board appointment. When a term expires, a successor is appointed for two-years. If a vacancy occurs for reasons other than an expired term, a successor is appointed for the remainder of the term.

### **END OF SELECTION PROCEDURES**

Adopted November 6, 2001; Last Revision April 2010

housing commissioners-selectionpro-4-2010

## **EXHIBIT B**

### **LOS ANGELES COUNTY HOUSING COMMISSION TRAVEL POLICY**

#### **I. PURPOSE**

This policy provides guidelines for travel by Housing Commissioners when conducting Housing Commission business. It defines permissible travel and describes procedures for travel requests and approvals, travel arrangements and reimbursements.

The *Los Angeles County Code, Section 2.75.080, Expenses*, allows Housing Commissioners to be reimbursed for travel expenses related to their duties. The Board of Supervisors (the Board) sets the standards for permissible travel and reimbursements, which are subject to change.

The Executive Director of the Housing Authority administers travel policies approved by the Board and adopted by the Housing Authority. The Housing Authority Executive Office makes travel arrangements and assists with reconciling expenses.

#### **II. PERMISSIBLE TRAVEL**

Housing Commissioners are reimbursed for travel expenses related to Housing Commission business.

Travel for Housing Commission Meetings: Honoraria and mileage reimbursements are provided for each Housing Commission meeting attended. The Housing Authority Executive Office processes monthly reimbursements, based on rates approved by the Board.

Other Travel for the Housing Commission: The Executive Director must approve in advance all non-routine travel by Housing Commissioners. Non-routine travel is in addition to attendance at regular and special meetings of the Housing Commission. It may include travel to attend conferences, workshops, legislative hearings and similar functions.

The Housing Authority Executive Office makes travel arrangements, helps reconcile expenses after each trip and processes reimbursements and refunds due the Housing Commissioners or Housing Authority.

### III. TRAVEL ARRANGEMENTS

The Housing Authority Executive Office arranges conference registrations, airline tickets, rental cars, hotel reservations, travel advances and other trip-related needs. Housing Commissioners may request permission from the Executive Director to make their own travel arrangements and submit receipts to the Executive Office at the end of each trip.

Travel costs may not exceed limits set by the Board. Corporate rates will be used, if available.

Travel Expenses: Travel reimbursement rates are published by the Board and are available from the Housing Authority Executive Office.

Travel Advances: The Housing Authority Executive Office arranges travel advances for out-of-pocket expenses, including meals, lodging, transportation and other costs not pre-paid by the Housing Authority. Travel advance amounts are set by the Board.

### IV. TRAVEL EXPENSE RECONCILIATION

The Housing Authority Executive Office will help Housing Commissioners reconcile expenses following each trip.

Travel Expense Reconciliation: Within **five** days of returning from an approved trip, a Housing Commissioner submits original travel receipts to the Housing Authority Executive Office. The Housing Authority Executive Office prepares a Travel Expense Report, and determines the reimbursement due the Housing Commissioner or the amount due the Housing Authority if the travel advance is greater than the expenses.

The Housing Authority Executive Office sends the Travel Expense Report to the Housing Commissioner for signature. If money is due the Housing Authority, the Housing Commissioner will send back a check, payable to the "Housing Authority of the County of Los Angeles" within **five** days of receiving the Travel Expense Report.

The Housing Commissioner's signature on the Travel Expense Report certifies that claimed expenses are for Housing Commission business. Only legitimate travel expenses can be claimed, such as meals, taxi fares and related costs. Refunds will not be made for souvenirs, dry cleaning and expenses not directly related to the purpose of the trip.

If the Housing Authority Executive Office does not receive original receipts or the refund check as requested, the Housing Authority at the end of the

calendar year will issue Internal Revenue Service Form 1099-MISC (Miscellaneous Income) for the amount of the travel advance.

## **V. TRAVEL BY PERSONAL VEHICLE**

Housing Commissioners may use personal cars and receive mileage refunds for approved travel. Mileage reimbursements will not be provided for expenses exceeding the cost of air or train fare to the same destination. Reimbursement rates are set by the Board.

The following minimum driving standards must be met to drive on Commission business.

1. **Proof of Automobile Liability Insurance:** At the time of initial appointment and annually thereafter, Housing Commissioners will provide the Housing Authority Executive Office with proof of automobile insurance coverage that meets the minimum coverage required by State of California Financial Responsibility Laws.
2. **Valid California Driver's License:** Housing Commissioners must possess a valid California Driver's License.
3. **Compliance with Laws:** Housing Commissioners must comply with all State and local laws, including those requiring the use of seat belts while driving and hands free cellular telephone use.
4. **Satisfactory California Department of Motor Vehicles (DMV) Record:** Housing Commissioners must have a driving record that meets DMV driving requirements.

Housing Commissioners will immediately notify the Housing Authority Executive Office of changes in driver's license status or insurance that could negatively impact the Housing Authority. This includes cancellation of insurance, driver's license suspension or revocation, arrest for driving under the influence of alcohol or illegal substances and other circumstances that increase risk or affect the person's ability to drive legally as permitted by the DMV.

**Mileage and Parking Reimbursements:** The Housing Authority Executive Office processes mileage and parking refunds according to rates approved by the Board. The Housing Authority Executive Office calculates mileage using the Internet to establish distance, and processes monthly refunds for meeting attendance. Refunds for attendance at special meetings and events must be in writing and require receipts.



Use of Cellular Telephones: Housing Commissioners will not use cellular telephones while driving on Housing Commission business. They must pull over to a safe location or use cellular hands-free equipment, as required by law.

Housing Commissioners should read the cellular telephone owner's manual for safety instructions, such as not placing cellular telephone equipment near air bags.

Housing Commissioners are responsible for cellular telephone charges, unless the calls are for Housing Commission business and the purpose of the calls can be verified.

See *Section VI, Travel by Rental Car*, for more information.

## **VI. TRAVEL BY RENTAL CAR**

Rental cars can be used on Housing Commission business when necessary, such as when traveling out-of-town and a car is needed to attend a meeting. Costs should not exceed other forms of transportation such as taxis, airport limousines and airport shuttles.

Rental Car Arrangements: When necessary, the Housing Authority Executive Office will reserve a rental car as part of the trip arrangements. Housing Commissioners may request permission from the Executive Director if they plan to make their own rental car arrangements and submit receipts at the end of the trip.

Cellular Telephone and Global Positioning System (GPS) Equipment: Renting cars with cellular telephones is not allowed, unless provided at no extra cost. Housing Commissioners will be responsible for cellular telephone charges, unless the calls can be verified as Housing Commission-related. Cars with GPS equipment may be rented, as necessary for convenience and safety.

Car Size and Upgrades: When traveling alone, only mid-size or smaller cars should be rented. The rental can be upgraded one level when: two or more authorized passengers are traveling together; there is no extra cost; or when there is a medical reason, such as a driver or passenger with a disability.

When picking up the rental car, Housing Commissioners should check for any promotional rates, last-minute specials or free upgrades that could reduce the cost. Corporate rates should be used when available.

Rental Car Inspections and Accidents: Before a rental car is accepted, the Housing Commissioner should inspect it and note any damage in writing on the contract. If there is an accident, the Housing Commissioner should immediately contact the Housing Authority Executive Office and the rental car company. Local authorities must be notified of any accident, no matter how minor the damage.

***Rental Car Insurance: When renting a car for Housing Commission business, both Collision Waiver Insurance and Automobile Liability Insurance, up to the highest limits available, should be purchased from the rental car company. If a rental car company does not offer automobile liability insurance, the Executive Director must give advance approval to use such a company.***

## VII. TRAVEL BY AIRLINE

Airlines may be used for approved Housing Commission travel.

Airline Arrangements: The Housing Authority Executive Office arranges for approved airline travel. Housing Commissioners may request permission from the Executive Director to buy their own tickets and submit receipts at the end of the trip. Expenses cannot exceed Board-approved limits.

Reservations should be made as early as possible to take advantage of purchase discounts. Care should be taken to book flights that meet the ***lowest logical cost*** standard, considering interim stops, changing planes, and other cost factors. The ***lowest logical cost*** is defined as the most economical cost that will not result in great inconvenience or hardship for the traveler, such as long departure or arrival delays.

When the amount of cost savings for airfare is \$75 or more, travelers should review the following parameters to ensure that the ***lowest logical cost*** standard has been met, before booking the flight:

- a. routing requires no more than one additional interim stop or change of planes each way;
- b. routing does not increase the one-way total elapsed trip time (origin to destination) by more than **one** hour;
- c. departure and arrival time is not more than **two** hours before or after the requested time;
- d. there are no alternate airports for arrival or departure.

The following should also be considered when seeking the lowest rate that still meets the traveler's needs: special negotiated fares; non-refundable fares; penalty fares; Saturday night stay-overs; advance purchase fares; connecting and non-stop flights; off-peak flights; alternate airports; promotional/bulk fares; lower cost carriers; and Internet specials.

Coach Class and Upgrades: All air travel must be in coach class. Upgrades at the expense of the Housing Authority are not allowed, unless necessary to avoid long delays or stopovers, or for other reasons approved by the Executive Director. Housing Commissioners may upgrade seating, at their own expense.

Ground Transportation To and From Terminals: Housing Commissioners traveling to the same location should share ground transportation to and from the airport whenever possible. The most economical transportation should be used to and from airports and rail terminals, including buses, subways, taxis, hotel and airport shuttle services, and personal or rented cars.

***Housing Commissioners may hire a limousine for transportation; however, they will be required to pay the difference between the cost of the limousine and more economical forms of transportation.***

***Frequent Flyer Miles: Housing Commissioners may keep frequent flyer program benefits earned while traveling on Housing Commission business. However, participation in these programs must not influence flight selection that would result in incremental costs to the Housing Authority beyond the lowest available airfare, as defined in this policy under Airline Arrangements, above.***

## **VIII. TRAVEL BY TRAIN**

The Housing Authority Executive Office arranges train travel when the cost does not exceed coach airfare for the same destination, based on rates approved by the Board. Housing Commissioners may request permission from the Executive Director to make their own arrangements and submit receipts at the end of the trip.

### **END OF TRAVEL POLICY**

Adopted March 23, 2005; Last Revision April 2010

hc-travel policy-rev4-2010

## **EXHIBIT C**

### **LOS ANGELES COUNTY HOUSING COMMISSION MEETING CONDUCT POLICY**

#### **I. PURPOSE**

This policy provides guidelines for acceptable conduct at Housing Commission meetings. It applies to Housing Commissioners, guests, members of the public and staff.

#### **II. INAPPROPRIATE BEHAVIOR**

Inappropriate behavior includes: contemptuous or insolent acts toward the Housing Commissioners, staff, guests, the public or others present at a meeting; a breach of the peace, such as boisterous or violent conduct; disobedience of any lawful order of the Chair, such as an order to be seated or to refrain from addressing the Housing Commission and others; any other interference with a meeting.

#### **III. PENALTIES FOR INAPPROPRIATE BEHAVIOR**

When inappropriate behavior occurs, the Chair may call the disruptive person to order, including giving an order for the person to be seated, to refrain from addressing the Housing Commission and others present, or to leave the meeting.

In order to penalize a Housing Commissioner for misbehavior, a majority of the Housing Commission must vote on a motion to impose the penalty. The motion may: instruct the member to apologize; instruct the member to leave for the rest of the meeting; censure the member; recommend that the Board of Supervisors suspend the member's rights for a time; or recommend the member be expelled from the Housing Commission.

Anyone can be removed from the meeting room because of inappropriate behavior. The Chair has the power to remove a non-member, and this person has no right to appeal the decision. A majority vote of the Housing Commission is required to remove a Housing Commissioner from the meeting room for inappropriate behavior.

The Housing Commission may vote to censure a member, the purpose of which is to warn the member that if certain behavior continues, the next step will be to recommend expulsion of the member to the Board of Supervisors. The Board of Supervisors will make the final determination on whether the offending member remains in office.

#### **IV. CELLULAR PHONES AND OTHER EQUIPMENT**

Electronic and other equipment are not permitted at Housing Commission meetings if they disrupt the conduct of business. Cellular phones are only allowed if they remain in "silent mode" during the meeting. Other equipment, such as cameras and recording equipment are allowed, if not disruptive. Improper use of electronic and other equipment may result in removal from the meeting or other penalties described in *Section III, Penalties for Inappropriate Behavior*.

#### **END OF MEETING CONDUCT POLICY**

Adopted July 28, 2004; Last Revision April 2010

hc-meeting conduct policy-rev4-2010

## **EXHIBIT D**

### **LOS ANGELES COUNTY HOUSING COMMISSION CONFLICT OF INTEREST POLICY**

#### **I. PURPOSE**

This policy provides guidelines to help ensure that members of the Housing Commission do not engage in or attempt to influence any Housing Commission decision in which he or she has personal financial interest.

This policy complies with the Political Reform Act (Government Code, Section 81000, *et seq*) which requires that state and local government agencies adopt conflict of interest codes. It also complies with 2 California Code of Regulations, Section 18730, and all related amendments adopted by the Fair Political Practices Commission of the State of California.

The Executive Director of the Housing Authority oversees this policy. The Housing Authority's Human Resources Unit is responsible for collecting and filing the conflict of interest documents required by the Board of Supervisors (the Board) from each Housing Commissioner.

#### **II. PROHIBITED BEHAVIOR**

Government Code, Section 87100, states: "No public official at any level of state or local Government shall make, participate in making or in any way attempt to use his official position to influence a government decision in which he knows or has reason to know he has a financial interest."

During the tenure of each Housing Commissioner, certain actions are prohibited to avoid conflicts of interest. Prohibited behavior includes, but is not limited to the following:

- a. Engaging in private employment or delivering services for private interests which may interfere with the proper performance of official duties, or which give the appearance that independent judgment or actions in the performance of official duties would be impaired.
- b. Without legal authorization, using official influence, the insignia of the office, disclosing information (either confidential or not generally known or readily available to the public), about the property, government or business of the Housing Authority to further or influence any private financial interest.



- c. Appearing on behalf of or trying to influence any agency, committee or official body of the Housing Authority to benefit any private financial interest, except for appearances as a member of the public for self-representation on matters involving his or her personal interests.
- d. Knowingly participating in any Housing Authority decision that could impact his or her personal financial interests, except in cases where the decision generally applies to all or a significant portion of the public or Housing Authority residents or participants.
- e. Soliciting or accepting, directly or indirectly any gift, gratuity, favor, discount not available to members of the public, entertainment, loan or other things of value, from any organization or individual doing business with the Housing Authority.

Examples of conflicts of interest include: committing to a vendor to cast a vote approving a Housing Authority contract award in exchange for gifts, gratuities or other benefit provided by the vendor to the Housing Commissioner; trying to influence a Housing Authority employee to provide a favorable property inspection report, when the Housing Commissioner has an interest in the property.

### **III. PROCEDURES TO AVOID CONFLICTS OF INTEREST**

The Housing Authority's Human Resources Unit each year sends to each Housing Commissioner a copy of the *Statement of Economic Interests Form 700 (Form 700)*. The form is completed by each Housing Commissioner to disclose conflict of interest information. The Housing Authority Executive Office collects and submits the completed forms to the Executive Office of the Board by the requested deadline.

#### **a. Requirements for Filing *Form 700***

Each year, the Housing Authority Executive Office provides copies of *Form 700* to each Housing Commissioner. It requests data on reportable investments, real property holdings, business positions held and income received during the prior calendar year. Completed forms are returned to the Housing Authority Executive Office by the requested deadline.

Housing Commissioners appointed at other times during the year will receive *Form 700* as part of the appointment process. Housing Commissioners who resign or who reach the end of their terms of office must file a Leaving Office Statement, required by the Fair Political Practices Commission.

The Board may impose a fine on Housing Commissioners who failure to complete and return *Form 700*, as requested.

***Housing Commissioners are responsible for reporting to the Executive Director any significant changes that occur after filing Form 700. Notice of changes should be provided within 15 days of the time they occur or as soon as possible. Housing Commissioners should contact the Executive Director if clarification is needed about what constitutes a significant change. The Board may remove a member from the Housing Commission for knowingly failing to report or concealing significant changes.***

b. Voting on Housing Authority Matters

Housing Commissioners must not knowingly participate or try to influence any Housing Authority decision that could impact his or her personal financial interests or result in other personal benefit, except for decisions that apply in a similar way to all or a significant portion of the public, or Housing Authority residents or participants. On learning of a possible conflict, the Housing Commissioner must make the facts known to the Executive Director.

In some situations, a Housing Commissioner may have to publicly announce his or her financial interest, refrain from any Housing Authority discussion of the item, and leave the meeting room while the item is discussed. However, this does not prevent the Housing Commissioner from addressing the Housing Commission as a member of the public.

If a Housing Commissioner excuses himself or herself from a vote because of a conflict of interest, the member cannot be counted as part of the meeting quorum. If the excused Housing Commissioner is necessary for a quorum, the Housing Commission must postpone voting on the item until there is a quorum of members without conflicts of interest related to the subject matter.

#### IV. VIOLATIONS

Violations of this *Conflict of Interest Policy* may be pursued at the discretion of the Board and the Fair Political Practices Commission.

#### END OF CONFLICT OF INTEREST POLICY

Adopted April 28, 2004; Last Revision April 2010

hc-conflict of interest policy-rev4-2010